



OFFICE ASSISTANT

Miller Pipeline is one of the nation's premier natural gas distribution and utility contractors. Continued growth in our Gas Construction Division has created the need for support in our Hilliard, OH office.

This part-time office assistant position provides clerical support and administers a variety of general office activities for Hilliard, OH operations.

Essential Duties/Responsibilities:

- Answers phones and customer inquiries.
- Codes invoices in order to track cost with job post in AS400.
- Maintains files for employees, customer logs, vendor materials, supplies, repair parts, rentals.
- Handles UPS shipping, packing, etc.
- Type correspondence as directed.
- Other duties as assigned

Education/Experience:

- High school diploma and 1- 2 years related experience.
- Proficient use of a computer including Microsoft office products is a must.
- Must be a self starter and work well individually or in a team environment.
- Must have the ability to communicate effectively to internal and external customers.

To Apply:

Send cover letter and resumes to:

E-mail: careers@millerpipeline.com

Fax: 317-293-8502 ATTN: HR

EEO/Drug Free