



Administrative Assistant

Manafort Transit, LLC seeks an administrative assistant to perform construction related accounting processes, filing and, preparation of documents for management review in our Waltham, MA office. A team player with excellent interpersonal and communications skills is sought. Excellent computer skills including proficiency with Microsoft Office are essential. Candidate must be a focused, self-starter who can manage multiple priorities and changing priorities with minimal supervision.

**Please send resume to:
Human Resources Department
P.O. Box 97
Plainville, CT 06062
Fax (860)747-6296
hr@manafort.com**

AA/EOE M/F/Disability/Vet