



<https://njsepticpumping.com/job/experienced-secretary/>

Experienced Secretary

Description

Responsible for handling incoming customer calls, scheduling services, onboarding customers for new projects, and general clerical duties. Applicants must be able to work in a fast-paced, demanding environment with strong multitasking and problem-solving skills.

Responsibilities

- handling incoming customer calls
- scheduling services
- onboarding customers
- clerical duties

Hiring organization

Starr Septic Services

Employment Type

Full-time

Job Location

3017 Delsea Drive, 08322,
Franklinville, NJ, United States

Date posted

March 23, 2026