## Metropolitan Transportation Network

Position Reports To:       General Manager/ Controller/Human Resources         Job Description         ROLE AND RESPONSIBILITIES         THIS IS A PART-TIME, SEASONAL POSITION @ OUR FRIDLEY LOCATION; M-F FROM 5:30 AM to 10:00 AM         Support to Management Team         Responsible for office work flow, including but not limited to         Office opening         Front desk reception         Customer service and phone management         Assist with office procurements, business cards and printing, office supplies, refreshments         Filing and office organization         Backfill for dispatch related functions as needed.         Assist with HRincluding but not limited to         Employee applications         New applicant paperwork         Assist with Accounting Activities when required; including but not limited to         Assist with Accounting Activities when required; including but not limited to         Assist with Accounting Activities when required; including but not limited to         Assist with Accounting Activities of the activities – invoicing, posting         Assist with Accounting Activities when required; including but not limited to         Prepares and develops as needed data analysis reports, excel, word and power point documents.         Other administrative and accounting duties as assigned by the General Manager, Controller, and HR         Quaunications, technology, analytical, and orga	Job Title:		Administrative Support	Job Category:	Administration	
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