

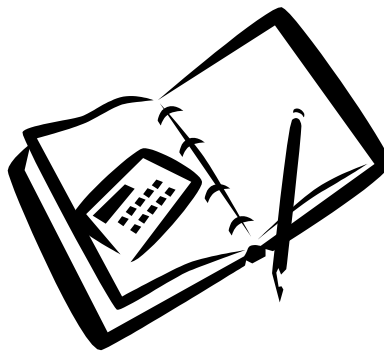
OFFICE OF PROCUREMENT

Tower Building 4th floor

Contact Person: Susan Krein

Phone: 516-572-7300 ext24688

Email: Susan.Krein@ncc.edu



Job description:

The responsibilities of this position will include general office duties including filing, answering phones, making copies and other general office duties.

Preferred Skills:

Proficiency in Microsoft Word and Excel

Detail oriented

Professional phone manner