



Administrative Assistant/Receptionist

Hail & Cotton, Inc., a leading international tobacco leaf supplier and processor, headquartered in Springfield, Tennessee, is looking for an Administrative Assistant/Receptionist.

In addition to typical receptionist duties, this position is responsible for providing administrative support for our sales & leaf departments.

Minimum of 3 years of administrative assistant experience including proficiency in MS Office software products: including Excel, Word, Power Point and Outlook.

This position requires strong verbal and written communication skills, attention to detail and strong organizational skills with ability to multi-task.

Professional appearance and mannerisms are a must.

Resumes should be either emailed to k.davison@hailcotton.com or mailed to Hail & Cotton, Inc., 2500 South Main Street, Springfield, TN 37172 Attn: Admin Assistant.