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Administrative Assistant-Full Time- RSCHOU4082

Description

Reliable Staffing Houston is now seeking an Administrative Assistant. General office duties may include word processing, data entry, auditing documents, answering phones, distributing mail, maintaining calendars, making travel arrangements, reserving conference rooms, coordinating meetings and other duties as assigned.

Job Location

2100 West Loop South Suite 920, 77027, Houston, Texas, United States

Date posted

November 1, 2023

Base Salary

\$ 37,000 - \$ 57,000

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCHOU4082

Industry

Administrative and Support Services

Qualifications

Must be proficient in MS Office - Word, Excel, PowerPoint and Access. Hours 7am-4pm.

Apply Now

REGISTER AND SUBMIT YOUR APPLICATION