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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