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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

Valid through
18.09.2029

Base Salary
$ 37,000 - $ 57,000

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com

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