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Administrative Support Specialists-Full Time-RSCLA4285

Description

Reliable Staffing Los Angeles is seeking an Administrative Support Associate. Department: Customer Service; Salary/Wage: \$14.50. Job Duties: Provides clerical support and assists with various administrative projects within the Customer Service Department on an as-needed basis. Responsible for emailing and submitting invoices through EDI for customers. Reviews all FedEx Exceptions and schedules redeliveries when applicable. Assists with typing memos, correspondence, reports, and other documents. Also, assists with any filing needs of the company. Signs and keeps track of all incoming/outbound deliveries and notifies appropriate person or department. Responsible for ordering company lunches. Serves as a backup to Receptionist. Schedule: Monday through Friday 9:00 a.m. to 6:00 p.m. Pay: 14.50/hr.

Job Location

8921 South Sepulveda Ste # 202, 90045, Los Angeles, CA, United States

Valid through

18.09.2029

Base Salary

\$ 14.50

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

jobplacements@reliablestaffing.com

Industry

Administrative and Support Services

Qualifications

Works with co-workers and manager to ensure that there is always sufficient phone coverage during office hours and coordinates with co-workers to ensure coverage during rest and meal breaks. Provides as needed administrative support for multiple company departments and levels. Performs any other duties as may be assigned by Management.

Apply Now

REGISTER AND SUBMIT YOUR APPLICATION