https://reliablestaffing.com/job/administrative-support-specialists-full-time-rscla4285/

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