



Office Assistant RSCP5142

Description

Reliable Staffing is on the hunt for Office Assistant,Our company is looking for an office assistant to be responsible for handling clerical tasks in our office. You will be handling incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and performing other general office clerk duties and errands.

In order for you to be selected as a candidate, you will need the ability to write clearly and be proficient with word processing applications. A pleasing personality with strong communication skills is also highly valued.

Job Location

710 Second Street Suite 101, 78064, Pleasanton, TX, USA

Valid through

08.14.2029

Base Salary

Base Rate

Employment Type

Employ
Full-time

Hiring organization

Hiring Organization

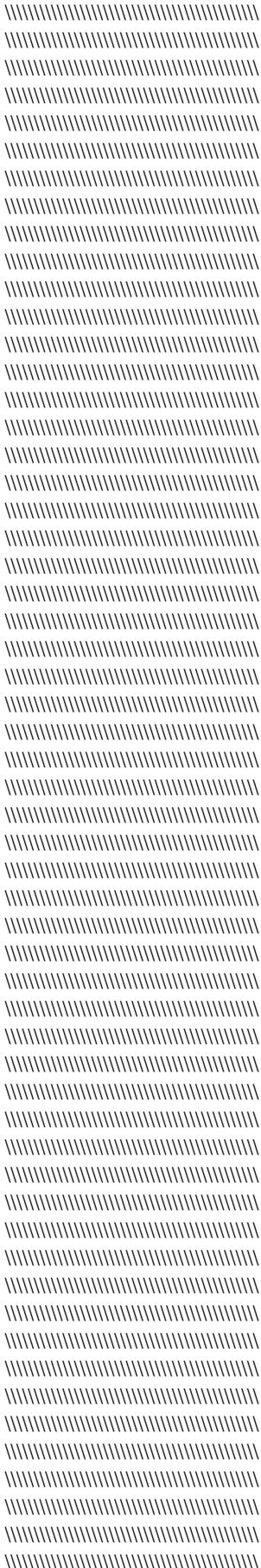
Contacts

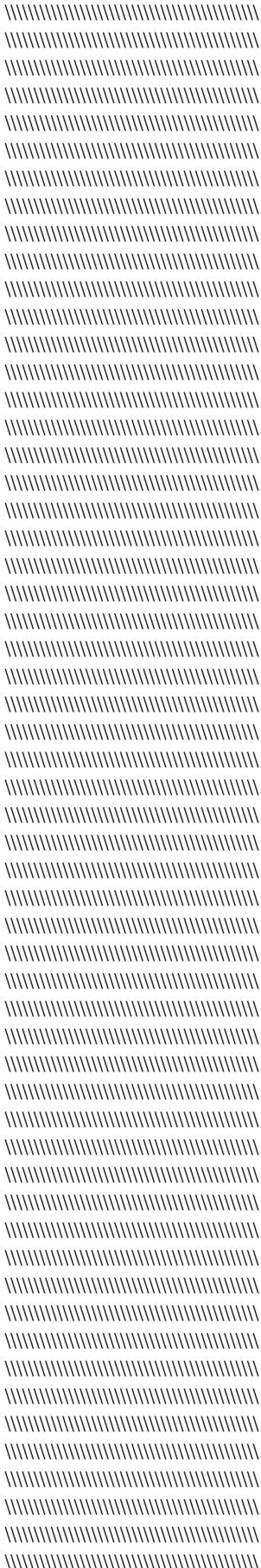
jobplacements@reliablestaffing.com

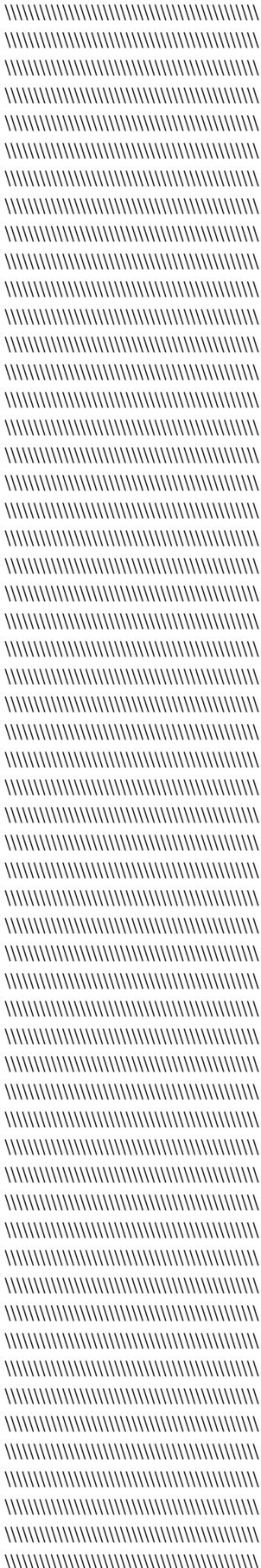
Industry

Office/Administration

Qualifications







license.

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Education

- High school diploma or associate's degree.

Apply Now

REGISTER AND SUBMIT YOUR
APPLICATION