



## Office Assistant RSCKR5140

## 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

407 Junction Highway, Unit A, 78028, Kerrville, TX, USA

Valid through

08.14.2029

### Base Salary

**Base Rate**

### Employment Type

Employ  
Full-time

### Hiring organization

### **Hosting Organization**

## Contacts

**jobplacements@reliablestaffing.com**

## Industry

## Office/Administration

## Qualifications

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## **Education**

- High school diploma or associate's degree.

## **Apply Now**

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APPLICATION