Office Assistant RSCKT5138

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

2717 Commercial Center Blvd Suite E200, 77494, Katy, TX, USA

Date posted

August 15, 2024

Valid through

08.14.2029

Base Salary

$ 16 - $ 18

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

Office Assistant RSCKT5138

Industry

Office/Administration

Qualifications

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.
- Experience as an office assistant or in a related field.
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Have a valid driver\\\

\\
\\
\\
\\
\\
\\
\\
\\
\\
\\\\\\\\\\\\’s license.

-

Education

- High school diploma or associate’s degree.

Button

Button