



<https://reliablestaffing.com/job/clerical-assistant-full-time-rscaus4187/>

Clerical Assistant-Full Time-RSCAUS4187

Description

Reliable Staffing Austin is now seeking a Clerical Assistant! You will perform clerical functions in order to drive company success. Job duties include: Draft correspondences and other formal documents, basic computer entry, develop and implement organized filing systems. M-F, 8am-5pm, \$12-\$15/hr depending on experience.

Job Location

8920 Business Park Drive Suite 250 Unit 7, 78759, Austin, Texas, United States

Date posted

November 8, 2023

Base Salary

\$ 33,269

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCAUS4187

Industry

Administrative and Support Services

Qualifications

Qualifications: Reliable and on time, Previous experience in office administration or other related fields, Ability to prioritize and multitask, Strong attention to detail, Strong organizational skills.

Button

Button