



<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.

Apply Now

REGISTER AND SUBMIT YOUR APPLICATION