



<https://reliablestaffing.com/job/clerical-full-time-rscsa4242/>

Clerical-Full Time-RSCSA4242

Description

Reliable Staffing San Antonio is looking for a Clerical candidate. Someone with excellent phone skills and a high level of enthusiasm, personal integrity, and flexibility with work tasks. with Microsoft Office, detail and deadline-oriented. Answer multi-line, multi-company phone system, greet clients. General clerical duties including photocopying, faxing, mailing, filing and other administrative tasks.

Job Location

7310 Blanco Rd Ste. 107, 78216, San Antonio, TX, United States

Date posted

March 7, 2024

Base Salary

\$ 29,000 - \$ 43,000

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCSA4242

Industry

Administrative and Support Services

Qualifications

Minimum of two years of experience in similar position.

Apply Now

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