



<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

### Valid through

18.09.2029

### Base Salary

\$ 29,000 - \$ 43,000

### Employment Type

Full-time

### Hiring organization

Reliable Staffing Corporation

### Contacts

[jobplacements@reliablestaffing.com](mailto:jobplacements@reliablestaffing.com)

### Industry

Administrative and Support Services

### Qualifications

Minimum of two years of experience in similar position.

### Apply Now

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