*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

**Industry**
Administrative and Support Services

**Qualifications**
Minimum of two years of experience in similar position.

**Apply Now**
REGISTER AND SUBMIT YOUR APPLICATION