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General Admin Support – RSCSAD3081

Description

Reliable Staffing San Antonio is now seeking General Admin Support. Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing.

Job Location

7224 Blanco Rd, 78216, San Antonio, Texas, usa

Valid through

June 28, 2030

Hiring organization

Reliable Staffing Corporation

Employment Type

Full-time

Base Salary

\$ 17

Qualifications

Extensive software skills are required, as well as Internet research abilities and strong communication skills. Pay is based on experience. Please call our San Antonio staffing agency to learn more about our San Antonio jobs: (210) 432-9675 or (210) 401-9675

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