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Office Administrator-Full Time-RSCHOU4202

Description

Reliable Staffing Houston is now seeking an Office Administrator. Duties include: Coordinating office activities and operations to secure efficiency and compliance to company policies, supervising administrative staff and dividing responsibilities to ensure performance, support budgeting and bookkeeping procedures, create and update records and databases with personnel, financial and other data, track stocks of office supplies and place orders when necessary, submit timely reports and prepare presentations/proposals as assigned.

Job Location

2100 West Loop South Suite 920, 77027, Houston, TX, United States

Date posted

November 8, 2023

Base Salary

\$ 37,000 - \$ 58,000

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCHOU4202

Industry

Administrative and Support Services

Qualifications

Candidates must have a bachelors degree, 8 years of accounting experience, and 4 years of payroll experience.

Apply Now

REGISTER AND SUBMIT YOUR APPLICATION