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Office Clerk-Full Time-RSCSA4371

Description

Administrative assistant to help with transferring and uploading data, generating reports and working with spreadsheets and databases for department and client usage.

Schedule: Mon-Fri, 8am-5pm

Job Location

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

Date posted

March 6, 2024

Base Salary

\$ 31,000 - \$ 42,000

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCSA4371

Industry

Administrative and Support Services

Qualifications

Required Skills:

- High School diploma or equivalent
- 2 years general office experience
- 10-key experience
- Experience with Microsoft Office
- Experience with Adobe Acrobat and Outlook
- Must be able to work with adjusted schedules
- Ability to work alone and in a group setting

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