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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

Valid through
18.09.2029

Base Salary
$ 31,000 - $ 42,000

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com

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 settin

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