

Office Assistant – Administrative Support & Clerical Services



tech-support@bbworkforce.com

Phone :

Web :

Job Summary

Vacancy : 5

Deadline : Mar 05, 2025

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Employment Status : Part Time

Experience :

Salary : \$13.00 - \$15.00/hour

Gender : Any

Career Level : Entry Level

Qualification : High School Diploma or GED

Job Description

Provide general clerical support to office staffFile documents and maintain organized filing systemsAssist with copying, scanning, and mailing tasksSupport special projects and administrative dutiesAnswer phones and take messages when needed

Education & Experience

High School Diploma or GED required. Basic computer skills and previous office experience helpful. Organizational skills and ability to multitask essential.

Must Have

Basic computer skills, organizational abilities, team player

Educational Requirements

High School Diploma or GED

Compensation & Other Benefits

Contact our Recruiter