

JOB ORDER

Today's Date: 07/29/2010 Order Date 07/20/2010
Job Title: Office Clerks, General
Job Order #: OH514672
Order Closes: 08/19/2010 Wage Per Hourly: \$10.00 - \$12.00
Proposed Start Date:
Openings: 1 Duration: Full-Time
Months Experience: 60 Hours Per Week:
Education: 1 YR COLLEGE Work Shift: 1st
Work Days: Mon, Tues, Wed, Thur, Fri

Description : Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combinat

Driver License Requirements: NON-COMMERCIAL

Worksite Address on Public Transportation Route: Yes

Benefits: 401k
Paid Holidays
Vacation

Desired Skills: Computer Skills (Word, Excel, Outlook), Answering phones, Filing, Organizational Skills, Critical Thinking Skills

Interview Site Directions: Please reference Employment Connection