



# PREFERRED PERSONNEL INC.

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*"From Front Desk to Boardroom"*

**Position Title:** Administrative Positions

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**Description:**

Are you hoping to grow with a great company?  
Are you looking to utilize your previous experience?

Let us help you find the perfect position!

Preferred Personnel's clients are seeking qualified candidates to join their team!

**Qualifications:**

- Previous administrative/clerical experience preferred
- Organization
- Efficiency
- Dependability
- Time management skills
- Ability to follow direction well
- **Must be able to work Monday - Friday, 8:00 AM - 5:00 PM**

**Send resumes to [ppi@preferred-personnel.com](mailto:ppi@preferred-personnel.com)**

**[www.preferred-personnel.com](http://www.preferred-personnel.com)**