



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Administrative Positions

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

Preferred Personnel was established in 1986. We are a provider of a vast array of employment-related services. Our specialties include executive and technical recruiting, professional contracting, corporate outplacement, and temporary clerical services.

844-PPI-WORK

www.preferred-personnel.com