



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Bilingual Office Clerk

Description:

Preferred Personnel's client is seeking a **Bilingual Office Clerk!**

Job responsibilities include, but are not limited to:

- Phone Calls
- Data Entry
- Filing
- Scanning
- Other administrative duties as assigned

Requirements:

- Bilingual
- Excellent Phone skills
- Data Entry and 10 key ability
- Computer skills
- Excel

Previous experience in an administrative position is **REQUIRED** for this position.

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com