



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Data Entry Clerk

Description:

Preferred Personnel's client is seeking a Data Entry Clerk for a SIX MONTH ASSIGNMENT!

Job duties for this position include, but are not limited to:

- General Office Duties
- Filing
- Data Entry
- Excel Spreadsheets
- Other duties as assigned
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Qualifications:

The ideal candidate will have previous Administrative/Date Entry experience.
Data entry skills are **required** for this position, as well as **intermediate experience in Excel**.

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com!