



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Office Clerk

Description:

Preferred Personnel's client is seeking an **Office Clerk!**

Job responsibilities include, but are not limited to:

- filing
- scanning
- printing
- sorting
- inventory counts
- office supply orders
- Answering phones
- Uploading invoices
- Calling on aging reports
- other light administrative duties as assigned

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

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com