



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Office Administrator/Resource Room

Description:

Preferred Personnel's client is looking for an Office Administrator for their Big Spring office! Job duties will include but are not limited to: providing prompt, courteous, and professional assistance to callers inquiring for services, inputting data, and other duties as assigned.

Qualifications:

- Computer proficiency
- Experience in Excel
- Previous Data Entry Skills a plus!
- Excellent phone etiquette
- Great Customer Service Skills
- Attention to Detail
- Organized

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com!