



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Part-Time Office Clerk

Description:

Preferred Personnel's client is seeking a **Part-Time Office Clerk!**

The position will be 15-20 hours per week, Monday - Friday.

Job responsibilities include, but are not limited to:

- Filing
- Scanning
- Printing
- Sorting
- Data Entry

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