

Office Assistant – Entry Level
Houston, TX
Part-Time/Full-Time

The Office is one of the leading forces in the office industry. Our employees are the reason for our continued success, and they are the foundation of our organization. Be Here! Work Here!

RESPONSIBILITIES

- o Assist senior office workers.
- o Maintain professionalism in correspondence.
- o Complete duties as assigned.
- o Attend training and other educational programs on a continuing basis.

MINIMUM REQUIREMENTS

- o Requires some High School experience.
- o Typing and keyboarding skills.
- o Computer skills.
- o Good communications.
- o Ability to bend, stoop, reach, and lift to 25 lbs.

SALARY

- o Dependent on experience.

CLOSING

- o Upon filling position.