

Receptionist/Administrative Support

Answering Phones, which requires screening and routing callers. Maintaining Files, copier, ordering office supplies, etc. Daily data entry that includes invoices from vendors. Misc. office tasks including supporting employees as required. Processing outgoing mail and any Fed Ex or UPS shipments. Use of standard office equipment, copiers, faxes, postage machine, etc.

High School Diploma, must type 50 plus words a minute, has a confident and positive attitude. Some QB or MYOB experience. Reliable and organized. Familiar with Microsoft, word, excel and outlook.

\$18/hr PT

Interested Candidates please send resumes to:

BBSIConnectSJ@bbsihq.com