 

# Date Open: 1/3/18

**Date Close: 1/11/18**

***Administrative Aide II***

**Job Order #786787**

## Job Summary:

To perform administrative and office support activities. Duties include: Fielding telephone calls; receiving and directing visitors; creating spread- sheets; filing; other duties as assigned.

# Location: Largo, MD Work: M-F; 8:30am—5:30pm

**\*MUST be a Prince George’s County resident**

##  Submit resumes to: kcox@cmtservicesinc.com

 ***Subject line: Administrative Aide #786787***

**For More Details Please Visit: https://mwejobs.maryland.gov**