



Our client in Attleboro, MA has an IMMEDIATE need for Administrative support. Hours are 8:00am-5:00pm / Monday thru Friday / Full-time.

Pay Rate: \$17 - \$18 per hour

Responsibilities include:

- Answering multi line phones
- Scanning and filing
- Data entry
- Checking mail daily
- Maintaining office supplies
- Support management team by performing additional administrative duties as needed

Pay Rate: \$17 - \$18 per hour

APPLY NOW!!

Please call (774) 501-1692 if interested!

Our location:

Express Employment Professionals
705 Myles Standish Blvd
Taunton, MA 02780

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