



HIRING

Executive Assistant

Monday-Friday 8am-5pm

\$26+/HR

Depending on experience

Minimum Requirements:

- High school diploma/equivalent
- 2+ years of clerical or administrative experience
- Proficient with Microsoft Office programs & Excel
- Experience using multi-line phone system
- Background will be viewed



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AND START YOUR APPLICATION.



CALL AND APPLY NOW

www.TDLstaffing.com

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