

NOW HIRING OFFICE ASSISTANT



Location **California**
<https://www.genclassifieds.com/x-314590-z>

WE ARE A PRINTING CO. IN THE PASADENA AREA SEEKING AN OFFICE ASSISTANT. YOU MUST BE SELF MOTIVATED AND HARD WORKING.







JOB DESCRIPTION:

- PRINTING AND LAMINATING - WE WILL TRAIN YOU
- ANSWERING PHONES/ WE WILL TRAIN YOU ON PRODUCTS & PRICING
- KEEP OFFICE CLEAN
- ASSIST WITH SIGN AND WRAP INSTALL

REQUIREMENTS:

- BE ABLE TO LIFT 50 LBS
- FULL TIME ONLY

PLEASE CALL ROBERT 626-665-THREE EIGHT THREE EIGHT

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