

## **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

