

Document Prepper (New York)



Location **New York**
<https://www.genclassifieds.com/x-316197-z>

Hi,
Please contact me if you're a Document Prepper and interested in contracting jobs at New York NY USA 10067?



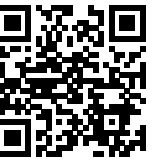
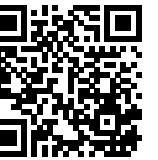



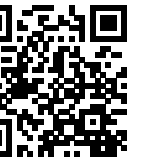
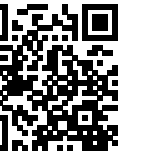
Job Title: Document Prepper
Duration: 8 Months Contract
Location: New York NY USA 10067

Job Description:

Looking for primarily Document Prep people. Capable of lifting and moving boxes up to 35 pounds. Remove staples, paperclips, post it notes and document repair. Must have good eye to hand coordination speed and accuracy a must. Filing must remain in order and accounted for. Lots of sitting on folding chairs. Must be on time and capable of following simple documented instructions.

NO CELL PHONES or Open toed Shoes. Must be willing to show for entire length of contract with no time off

Note: If you're not in job market, then kindly share this job description with your friends.

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