

Full TimePart Time Mail RoomAdmin Clerk 1st2nd Shift

Location **Rhode Island**
<https://www.genclassifieds.com/x-373594-z>



WE are seeking a part-time/full time, temporary person to fill the position of copy room/mail room/admin clerk. The hours will be Monday through Friday, 1:30 p.m. to 5:30 p.m. Alternative hours may be considered for the right candidate. Entry level, general office experience desired. Position available immediately. Salary of \$20.00 per hour. Please send resume via email.

Send your resume quickly.



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Property Preservation Contractors

Experienced Property Preservation Contractors with the ability to perform lock changes, boarding, winterization's, roof repairs, debris removal, grass cuts, snow removal, roof tarping, drywall repair and other forms of small repair work for residential properties.

You will need to have the following: Digital camera, printer, internet access, smartphone, computer, compressor, lawnmower, utility trailer, weed whacker, generator, and edger.

To be considered for one of these openings, you must have general liability and E/O insurance. Also, you will need to complete the Aspen background check.

Contractors must work within all regulations and requirements of Fannie Mae, Freddie Mac, HUD/FHA, and VA. All necessary regulations, forms and documents for viewing

will be provide.

If you are interested and possess strong communication skills, ability to pay attention to detail, follow precise instructions, and can photograph and document work then reply with phone number and we will contact you and discuss becoming a contractor for us. Thank