

Office Support Clerk (Kansas City, MO)



Location **Kansas**
<https://www.genclassifieds.com/x-375551-z>

We have multiple openings for Office Assistance!! These are 6 month TEMPORARY positions paying \$8.00-8.50 an hour.

Candidates need to be able to perform the following duties:

Data Entry into Excel spreadsheets
Answering and transferring calls
Scanning documents
Proofing benefit applications

Monday-Friday 8:00am-4:45pm

"M/F Vet and Disabled EEO/AA"



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