

General Office Clerk (Kansas City, MO)



Location **Kansas**
<https://www.genclassifieds.com/x-375553-z>




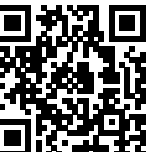






We have 2 openings for Office assistance to fulfill a 6 month TEMPORARY assignment paying \$8.00 an hour.

Candidates will be asked to assist with the following responsibilities:

- Scanning documents
- Proofing benefit applications before entering them into a Confidential database
- Processing Incoming/Outgoing mail
- Answering and transferring calls

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

"M/F Disabled and Vet EEO/AA"

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