

Office Assistant (Arlington, VA)



Location **Washington**
<https://www.genclassifieds.com/x-625617-z>

Customer service reps needed for growing Cleaning Company in Arlington VA. Excellent customer service skills required - Training provided. Will need a resume and references.

It's easier than it looks but we need someone with Car able to:

answer phone calls, do email responses, log in invoices, use quick books (only simple features), calculate payroll, bilingual (Spanish) required for translations, run errands or drive a team if needed. Training provided in a family/friendly environment with 3 more office workers.

Time between 12-6pm Monday-Friday (may come earlier or stay a little late when it's busy) and Saturday between 7-3pm - This position has long-term employment possibilities and chance for advancement. You will work as independent contractor.

Please contact us.!

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