



Immediate Job Opening

Job Title: Data Entry Clerk (Part-Time)

Job Duties: The primary responsibilities of this position include the following duties: administrative and data entry support to the Accounting Manager.

Qualifications:

- High school diploma
- One year of customer service experience
- Ability to read and write English, bilingual a plus
- Computer skills required in the following program Microsoft Word, Excel, Publisher, Outlook and Access
- Excellent communication skills, both written and verbal
- Flexible schedule including some Saturdays
- Excellent organization skills, attention to details, and accuracy
- Ability to keep records and meet deadlines

Rate of Pay: \$9.25/hour

Job Closing Date: Monday, April 3, 2017

Please complete an application and submit to Martha Cabrera, at 826 Krill Street, Corpus Christi, TX 78408.