

IMMEDIATE OPENING...

F/T SECRETARY

The Employer is Home-based
90031 Lincoln Heights plumbing & heating business



Duties:

Must be able to type, know MS Word and Excel and QuickBooks. Job duties will consist of, but not limited to answering phones, order talking, faxing, filing, invoicing, billing, and other various clerical tasks.

Requirements:

- Must have bookkeeping experience (QuickBooks)
- **Must be self-motivated**
- **Must be bilingual English/Spanish**
- **Must be a team player**
- **Good office skills**
- **Must have good customer service skills**
(The company will train for the position duties)

Wage:

Depending on Experience

Interested candidates may email their resume to:

rlupian@goodwillsocial.org

Your resume must match the position duties and requirements to be considered. Only the candidates who qualify will receive a notification.

METRO NORTH WORKSOURCE CENTER

342 San Fernando Road

Los Angeles, CA 90031

Tel. (323) 539 -2000

Mon, Wed & Fri 8am-5pm/Tue & Thu 8am-7pm /1st & 3rd Sat 9am-1pm

Auxiliary aids and services are available upon request to individuals with disabilities. For more information, call (323) 539-2000. Goodwill Southern California provides, upon request, reasonable accommodation to ensure equal access to its programs, services and activities. The TTY/TTD phone number is (323) 539-2057 Please contact our staff 72 hours in advance. – Equal Opportunity Employer/Program

