

Job Title: <p style="text-align: center;">Office Help - Temporary</p>	Job Number: <p style="text-align: center;">#ST262MF</p>
Local employer needs temporary help with a project. If you are looking for some short term work...: <ul style="list-style-type: none"> • General Computer data input • Calling Customers to book appoints • Answering general inquiries • Providing excellent Customer Service • Filing and general office duties may apply Qualification: <ul style="list-style-type: none"> • Proven Customer Service • Comfortable speaking on phone • Able to work alone, self driven • Good computer skills • Not on bus route 	Date Posted: <p style="text-align: center;">September 9, 2019</p>
	Location: <p style="text-align: center;">St. Thomas</p>
	Wage: <p style="text-align: center;">To be discussed</p>
	Hours: <p style="text-align: center;">10-15 hrs/wk</p>
	Education:
To Apply: With the job number in the subject line, email resumes to jobs@employmentserviceselgin.ca	Apply By: <p style="text-align: center;">October 20, 2019</p>

For full details on the Job Posting, click on the link: <http://www.employmentserviceselgin.ca/job-seekers/>