Employment Services Elgin

Job Title: **Office Assistant**	Job Number: **#WL27JS(AD)**
• Small package shipping • Small package claims • Answering phone, text, and email • Customer service and ring out • Inventory data input • Light duty janitorial Attentive, cheerful person who can learn quickly and has a keen eye for detail is needed. Computer skills, excellent communication skills and basic automotive knowledge a must.	Date Posted: **April 24, 2019** Location: **Rodney** Wage: **$14.00/hr** Hours: **9:00 a.m. to 3:30 p.m. Monday to Friday** Education: Other:
To Apply: Please apply with resume and cover letter in person to be considered for this position. Please have a reference ready to be called when applying. Canada Catalyst Inc. 12710 Furnival Rd., Rodney, ON N0L 2C0	Apply By: **May 27, 2019**

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