Office Assistant (1)
Schedule: FT 8am - 5pm (preferred)
Pay: $14.00 per hr (depending on experience)
Benefit: Medical

Job Description:
Minimum 1 year experience
Answering phones, filing, data entries, light bookkeeping
Ordering office supplies, preparing documents, qualify documents
Organize office meetings and maintain office organized and clean.

Qualification:
- Good computer & phone skills
- Punctual and hardworking
- Great organization skills
- Fluency of Spanish or Chinese is a plus
- Hardworking

Apply:
Email resumes to alice@safepak.com. Include position in subject headline

For info contact:
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