

Office Clerk

Now hiring for an Office Clerk for a Part-Time Permanent position.

Job Description: Preparing shipping documents, dataentry and other required office duties.

Requirements: Ability to type 70-100 wpm

- Knowledge of computers and computer systems
- Experience in Data Entry
- Experience in Warehousing

Apply online <https://transport-help.com/job/office-clerk/> or send your resume to info@transporthelp.com.