

Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email Sec@lattc.edu to apply for posted positions)

Office Assistant- Clerical

Full Time

Job Title:	Secretary (posted 3/25)	Job Number: 5660
Hours/Days:	Monday-Saturday	Salary: \$15-\$18/hour
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Strong communication skills, ability to work independently and with a team; Strong organizational skills; Office/front desk experience preferred; Ability to perform clerical tasks; Knowledge of Microsoft Word and Excel; professional email and phone skills; Professional dress and appearance; Strong Data Entry skills.</p> <p>Job Description: Excellent working environment with opportunity for advancement; Helping customers with purchase and invoicing. miner website updating; Answering phone calls; Schedule Shipments and communicating between our vendors and customers Via email and Phone; Perform various office administration tasks; Keeping the office running smoothly; maintaining an inviting atmosphere.</p>	