

Part-time Clerical

Raleigh Glass Co., Inc.
5706 Cleaves Circle
Arlington, TN 38002
901-317-4911 office

Seeking a part-time dependable, experienced, detail oriented, excellent communication skills clerical team member. To provide support for office administration. Duties to include: answering phones, greet walk-ins, filing, office supply orders, order write up and order entry, statement reconciliation.

Please send resume' to raleighglass@yahoo.com or apply in person