



Position: Office Assistant (Bilingual)

Location: Marina

Please send resumes to: ccjobs@slingshotconnections.com

Phone Number: 831.663.4000

Job Description

Responsibilities:

- Answer phones
- Complete data entry on files
- Handle confidential information
- Cover the front desk when needed
- Scan documents in to the system

Requirements

- Must be bilingual Spanish

Schedule:

Hours: Monday-Friday 8am-5pm

Duration: 3-4 months

Pay: \$14.00 - \$15.00 per hour