

Support Services Staff

Salinas Firm seeks a computer literate individual to assist in the process of converting paper files to electronic form. Candidate must be a flexible team player with excellent verbal and written communication skills, detail oriented, able to sit for extended periods of time and physical ability to lift a minimum of 50 lbs. This is a temporary full-time position. Please submit your resume and cover letter for consideration to Support Services Supervisor P.O. Box 2510, Salinas, CA 93902 or email cmeharg@nheh.com.