

We are accepting applications for a part-time clerk position. The duties consist of customer service, filing, scanning, and general use of office machines. Requirements are a minimum of high school education with one or more years experience in the same or related field; bilingual and computer experience is a plus. Applicants must be detail-oriented and be willing to work at least 20 hrs. a week.

Job Types: Part-time, Temporary

Salary: From \$13.00 per hour

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Ability to commute/relocate:

- Victoria, TX 77901: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Excel: 1 year (Preferred)

Work Location: One location