

Front Desk Attendant at PLAZA AUTO CENTER in YUMA, Arizona, United States
Job ID# 4770415 on www.azjobconnection.gov

Full Time - Permanent

Pay Rate: \$12.80 Hourly

Job Description

Plaza Auto Center is looking for a Bi-lingual (English/Spanish) person, due to the population services, for a temporary, part time position for our front office. 4 hours a day M-F, experience and professionalism in an office setting required, also the ability in using a computer, fax, copy machine and multi line telephone.

Job Requirements

- High School Diploma/GED
- Must have clean background
- Some front desk experience
- Experience in accounting and cash handling a plus but not mandatory.

How to Apply

In person at PLAZA AUTO CENTER 2450 WEST 32ND, YUMA, Arizona 85364