

FULL TIME CLERICAL WORKER:

Fairmont, WV

SHIFT: M-F 10 AM – 6 PM

Occasional Saturday 8AM – 1 PM

DUTIES:

- Answering Phones
- Computer Entry
- Register Checkout
- Must be able to Multi-task
- Have a friendly, positive attitude

TURN RESUME IN AT:

- 30 Gateway Dr. Fairmont, WV
- Or by email
 - denise@jarcotrucks.com

Applications available at front desk

Interviews will be scheduled after looking over resume/application at which time the competitive wage will be discussed.

DRUG TEST IS MANDATORY