



# Kingwood Personnel

Female owned **professional permanent and temporary placement staffing agency**. Our focus is on the recruiting and placement of accounting, secretarial, clerical, freight and administrative support and warehouse personnel. Since 1980, **Kingwood Personnel** has been one of the **Houston Area's** premiere staffing agencies and has been helping individuals work close to home in Greenspoint, Humble, and Atascocita, The Woodlands, Conroe, Kingwood and surrounding areas.

<b>Job Title:</b>		<b>Clerical</b>	<b>Date:</b>		<b>March 20<sup>th</sup> 2012</b>
<b>Job Description: FULL TIME CLERICAL POSITION</b>					
<b>Responsibilities: IF YOU WOULD LIKE TO SEND YOUR RESUME ABOUT THIS POSITION PLEASE SEND IT TO <a href="mailto:SALES@KPSTAFFING.COM">SALES@KPSTAFFING.COM</a> AND REFERENCE CLERICAL POSITION.</b>					
<p><b>Must have customer service</b></p> <p><b>Experience Must have data entry</b></p> <p><b>Experience Multi-task person</b></p> <p><b>Very well organized</b></p> <p><b>Must have Microsoft and Excel Knowledge</b></p>					
<b>Job Location:</b>	<b>Humble, TX</b>	<b>Company Industry:</b>	<b>Services</b>		
<b>Job Role:</b>	<b>Clerical</b>	<b>Joining Date:</b>	<b>ASAP</b>		
<b>Employment Status:</b>	<b>Full Time 8-5 Mon-Fri</b>	<b>Employment Type:</b>	<b>Temp-to-Perm</b>		
<b>Paying:</b>	<b>\$12.00</b>	<b>Manages Others:</b>	<b>NO</b>		