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**281-358-2018**

600 Rockmead Dr., Suite 101, Kingwood, Texas 77339

## 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>Customer Service</b>	<b>Date:</b>	<b>January 20<sup>th</sup> 2012</b>
<b>Job Description: FULL TIME CUSTOMER SERVICE JOB</b>			
<p><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 CUSTOMER SERVICE.</b></p> <ul style="list-style-type: none"> <li>• <b>Must have customer service experience</b></li> <li>• <b>Multi-task person</b></li> <li>• <b>Very well organized</b></li> <li>• <b>Must have Microsoft and Excel Knowledge</b></li> </ul>			
<b>Job Location:</b>	<b>Houston, TX</b>	<b>Company Industry:</b>	<b>Services</b>
<b>Job Role:</b>	<b>Purchasing</b>	<b>Joining Date:</b>	<b>ASAP</b>
<b>Employment Status:</b>	<b>Full Time 7am-7pm</b>	<b>Employment Type:</b>	<b>Temp-to-Perm</b>
<b>Paying:</b>	<b>\$14.00</b>	<b>Manages Others:</b>	<b>NO</b>