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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.

Job Title:	START-UP COMPANY looking for Office Manager	Date:	January 20th 2012
Job Description: FULL TIME Multi-Tasker Office Manager			
<p>Responsibilities: IF YOU WOULD LIKE TO SEND YOUR RESUME ABOUT THIS POSITION PLEASE SEND IT TO SALES@KPSTAFFING.COM AND REFERENCE OFFICE MANAGER.</p> <ul style="list-style-type: none"> • Answer Phones • Knowledge of QuickBooks • deal with inquires, maintain customer & job records, work closely with other departments • Research information for sales, customers, production & accounting as needed. • 2 years' experience in office environment 			
Job Location:	Houston, TX	Company Industry:	
Job Role:	Office Manager	Joining Date:	ASAP
Employment Status:	Full Time 8-5 Mon-Fri	Employment Type:	Temp-to-Perm
Paying:	\$16.00	Manages Others:	YES