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North Houston Area

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Personnel

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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:	Administrative Assistant	Date:	January 4th 2012
Job Description: 2 PART TIME ADMINISTRATIVE POSITIONS			
Responsibilities: <ul style="list-style-type: none"> • Information gathering • Attention to detail and accuracy • Reliable • Entering data into a spreadsheet • Making phone calls to hurricane Ike victim's 			
Job Location:	Cleveland, TX Baytown, TX	Company Industry:	Helping Hurricane Ike Victims receive permanent housing
Job Role:	Administrative	Joining Date:	ASAP
Employment Status:	Part-Time	Employment Type:	Temporary Employment
Paying:	\$11.00	Manages Others:	NO