

ADMINISTRATIVE ASSISTANT CAREER AVAILABLE IN
VIRGINIA, MINNESOTA

Working Hours: Monday through Friday, 8am to 5pm
Pay: \$12 per hour

You will be responsible for general administrative duties such as answering phones, updating information in MS Excel, accounts payable, invoicing and other clerical duties as needed.

Please call Manpower at 218-727-8891 to apply or you may email your resume to tracy.martinson@manpower.com