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Hotel Office Assistant (Downtown SLC)

We are hiring two part-time front desk office aids. No experience required- we will train you. NOTE: A plus-If you live in downtown SLC and can type fast.

Work three or five days/week, starting at 8:30 a.m.

Requirements: (1) No criminal record (2) Know how to use a computer (3) Type fast

Job description: Process bookings from travelers, answer phones, post online advertising, and do other computer work.

To apply: Please call us at 801-738-2794 and leave a message.

- Location: Downtown SLC
- Compensation: \$8 to 8.25/hour (\$7.25/training wage)
- This is a part-time job.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

Posting ID: 3680550473 Posted: 2013-03-21, 10:43AM MDT Edited: 2013-03-26, 10:03AM MDT

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