

PART-TIME FRONT DESK

We are hiring a part-time computer literate front desk-office aid.
NOTE: A plus-If you live in Honeyville or close by.

Work one of the two schedules:

- (1) Four days from 8:30 a.m. to 5 p.m., or
- (2) Three days from 8:30 a.m. to 5 p.m.

Requirements:

- (1) No criminal record
- (2) PC literate
- (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:

Honeyville

Compensation:

\$8 to 8.25/hour (\$7.25/training wage)