

Quechan Indian Tribe (5300)  
To: Employment Counselor  
Date: 05/19/2024



77007  
Houston, TX, 77007

## Office Assistant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$15.00 to \$17.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Thriving organization located in Houston, 77007, in need of a sharp AP Office Assistant to support the Accounts Payable department. This individual must be motivated and helpful to provide support with various administrative duties. Contract to hire opportunity for the ideal candidate. Working hours 7:00-4:00pm is a must.

#### Responsibilities:

- Route calls to the appropriate individuals
- Copy, faxing, and filing for a number of different departments
- Maintain office facilities
- Enter data into electronic applications

### Requirements

- Prowess with word processing and spreadsheets highly sought after
- Microsoft Office experience required

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