

Job Title: Office Supply

We require the services of candidates who can help us receive our office equipment prior to our setting up in the city

Candidates would be charged with the duties as listed below

*Receive Office supplies

*Take them to the newly acquired office for set up

Benefit

Interested candidate can apply as Administrative Assistant

Qualifications

- *Minimum of high School Degree
- Must be able to meet up speculated time
- *Background Check is inquire

Commission

\$250

Work Schedule

3 Hours daily

Company Description

Great organizations need great people to reach their strategic goals. We help organizations across the globe get their people strategy right and achieve their objectives.

How to apply

Interested candidate should email resume/cover letter

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