JOB OFFERS | Office Work **29 August 2021**

The wholesale distributor of food products in Edison, NJ, is looking for an office position employee to work with clients (buyers or owners of food stores).
Your responsibility will include accepting orders by phone, processing orders, issuing invoices.
Requirements: conversational English (knowledge of Polish is big plus, knowledge of other languages is welcomed), the ability to use Outlook email, Excel, Word. The candidate must be in the United States and have an SSN.
Dynamic full-time work from Monday to Friday in a comfortable office. Timely weekly paycheck ($ 20 per hour).

Oleg, Edison, NJ
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www.spojnik.com