ARCHIVES | All **11 March 2014**

Small construction office in Ewing, NJ (Trenton area) is looking for an office assistant (full time). Fluent English and Polish or Slovak or Czech, computer skills & experience are required. Responsibilities to include but not Limited to the following: data entry, answering phone calls, responding to emails, ordering supplies, etc. Position available ASAP. Training available if needed. Hours are Monday-Friday, 7:00 a.m. to 4:30 p.m. Please, call.

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