

ADMINISTRATIVE/CLERICAL ASSISTANT

You will perform a variety of routine and specialized clerical duties and in house customer service support.

If you are currently in the market for a job or just need a change, then look no further! Come join our team.

No experience required, will provide on the job training.

Full-time Position with excellent benefits package which includes medical, dental, vision, free spa membership, 401k, vacation, sick time, plus paid holidays off.

Work Hours:

Monday-Friday, 8am-5pm, NO WEEKENDS!!!

Only requirement is that you have basic computer skills. Don't let this opportunity pass you by!

Email resume to Mary Chavez, Business Manager

mchavez@taosnews.com



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