



Chinatown WorkSource Center

767 N. Hill Street #400
Los Angeles, CA 90012

Phone: (213) 808-1761

Fax: (213) 253-0877

TTY: (213) 808-1719



Commercial Real Estate Company seeking a

Data Entry/Assistant

Los Angeles, CA

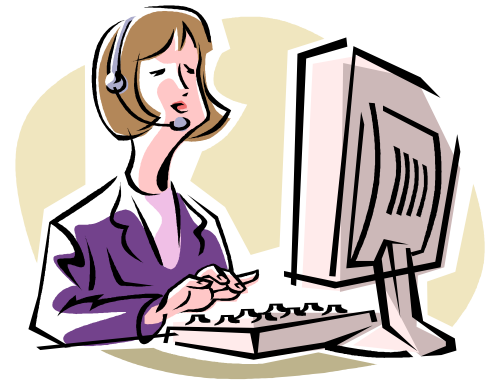
Full-time 9am-6pm

Salary: \$12.00-\$15.00/hr



RESPONSIBILITIES

- Administrative tasks
- Posting payments & paying bills
- Generate monthly reports



QUALIFICATIONS

- Fluent in English
- Some college preferred
- Excellent communication and interpersonal skill
- Patient and excellent organizational skill
- Quickbooks a plus
- Bookkeeping a plus



Please email resume to Wendy Wang at wwang@cscla.org / or fax it to 213-253-0877
(Please put "Data Entry/Assistant" in the subject line)

**Your resume must match the position duties and requirements to be considered.
Only the candidates who qualify will receive a notification.**

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities.

To ensure availability, your request should be received at least 5 business days in advance of the need.