

JOB TITLE:



Pine Technical &
Community College
CAREER SERVICES

CUSTOMER SERVICE REPRESENTATIVE

COMPANY NAME



Lake Engineering Inc

JOB DESCRIPTION

We're seeking an Administrative Support professional! Responsibilities include answering calls, scheduling appointments, managing emails, organizing documents, and supporting basic office operations. Ideal candidates are computer literate, possess excellent communication skills, and thrive in independent work settings. This part-time position requires 15 to 20 hours per week and pays \$500.00 weekly. This role offers a fantastic opportunity to enhance organizational and communication skills within a professional environment.

LOCATION



Long Lake, MN

CONTACT INFORMATION

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