

## **JOB POSTING – Part-time Afternoon Office Clerk**

Well-established business in the Scottsdale Airpark area has an opening for afternoon office support. Great opportunity to gain experience in a fast paced business environment.

General duties will include:

- Preparing and logging outbound Fedex shipments
- Maintaining light warehouse inventory
- Cleaning kitchen area at end of day
- Some knowledge of Excel necessary
- Need to be able to multi-task and set priorities
- Must have the willingness to help out wherever needed

This is a part time position – Monday through Friday, 2:30pm to 5:30pm.

Start time could be adjusted if needed to accommodate school hours. To apply, please forward your resume to Julie:

[Julie@designpackaginginc.com](mailto:Julie@designpackaginginc.com).