



Position Title: Vault Specialist

Position Type

Part-Time

Work Authorization

U.S Citizen or U.S. National, Permanent U.S. Resident

Description

The main function of a Vault Specialist is to help with internally servicing the customers by maintaining their inventory through performing record center tasks including retrievals, incoming, destructions, internal moves, permanent withdrawals and any special projects requested.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Qualifications:

- Applicant must administrative as well as cash handling experience.
- Should have great attention to detail and be organized.
- Ability to manage time effectively and prioritize tasks.
- Able to multitask and work in fast paced environment.
- Applicant should posses basic knowledge of Microsoft Office (Word, Excel, Outlook).
- 3 days a week from the hours of 2:00 PM to 8:00 PM

Location

Miami, FL

Desired Major(s)

Business Related Degree (Preferred)

Salary Level / Compensation Type

Discussed in Interview

How To Apply

Email your resume (PDF or Word Document) to Recruitment@ceifx.com

