



Position Title: Processing Specialist

Position Type

Part-Time

Work Authorization

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

Description

We are looking for highly motivated individuals who are committed to the success of the team. Individuals who can deliver a consistently high level of customer-satisfying products and services. People who want to join a progressive company that develops its people through challenges and promotions.

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 possess basic knowledge of Microsoft Office (Word, Excel, Outlook).

Location

Los Angeles, CA

Desired Major(s)

Business Degree (Preferred)

Salary Level / Compensation Type

\$18.50 (depending on experience)/hourly

How To Apply

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

