

## **Roadrunner Fairford Location: Looking for full-time (Monday to Friday) Administrative/Receptionist!**

Some experience with computer is required. Will train the right candidate.

Duties will include, but are not limited to:

- Answering phones
- Greeting customers
- Filing
- Date entry(experience using QuickBooks or accounting program would be considered an asset)
- General office maintenance

Wage will be based on experience.

Please send resume to [ashernroad@hotmail.com](mailto:ashernroad@hotmail.com) or call Scott @ 204-659-2647 for more information.