

Quincy Career Center



152 Parking Way
Quincy, MA

617-745-4000

Recruitment

FEATURING

**Staffmark; August 11th
2:00pm-4:00pm**

We are currently interviewing for the following temporary opportunities:

General Administrative and clerical professionals

Executive Administrative Assistants
Administrative Assistants
Receptionists
General Clerical and Data Entry
Office services

Legal Administration

Paralegals
Legal Secretaries
Records clerks
Conflicts specialists

General requirements for positions:

1-2 years relevant experience minimum
College degree

Call to Register 617-745-4000
walk-ins welcome

Financial

Accounting clerks
A/P-A/R, Payroll
Processors:
Mutual funds and securities
Mortgage
Pricing