



**Position:** Office Clerical

**Locations:** San Diego, Tustin, Vista

**Schedule:** Full-time

**Pay:** \$12.00/hr

### **Job Description:**

Cintas is currently looking for an Office Clerical partner to support numerous office functions. Specific duties that may be assigned include accounts receivable, accounts payable, data entry, and receptionist. All work will be done in person or via phone and e-mail. Word, Excel, PowerPoint, Outlook and the AS/400 system are the computer based programs used for the position. Basic administrative responsibilities will also include faxing, filing, photocopying, managing incoming and outgoing mail, and creating letters, memos and proposals. Position involves daily interaction with other office support positions, managers, Service Sales Representatives/Route Drivers and customers.

### **Qualifications:**

- Accurate typing and 10 keypad experience
- Computer skills including MS Word, MS Excel, MS PowerPoint, MS Outlook, Intranet/Internet, and AS/400 preferred
- A high school diploma preferred
- Previous administrative experience in a similar environment preferred
- Availability to start within two weeks after offer made/accepted preferred

### **Our partners enjoy:**

- Competitive Pay
- 401(k)/Profit sharing/ESOP
- Medical, Dental and Vision Insurance Package
- Disability and Life Insurance Package
- Paid Vacation and Holidays
- Career Advancement Opportunities

Cintas Corporation is an EEO/Affirmative Action Employer M/F/D/V

**If you would like to apply to this position, please contact your Applicant Coordinator at:**

**Last name begins with A-K: 916-854-3881**

**Last name begins with L-Z: 916-854-3882**