



Looking for Work?? Apply Today!!

Contemporary Personnel Staffing is seeking an excellent Receptionist/Office Support candidate to work for a superior company in Rochester, NY. Duties include answering all incoming calls, greeting visitors, ordering office supplies, and any general clerical duties as needed.

Qualified Candidates **MUST** have the following:

- Proficient in MS Word & Excel and have solid verbal & written communication skills
- Must be available for 6-8 weeks starting after the first of the year
- Position pays \$10-13 DOE

Email resumes to jobs@cpsprofessionals.com or call clerical department at 315-457-2500