



Glendora Employment Agency, Inc. is a boutique staffing firm located in the foothills of the San Gabriel Valley. Glendora Employment Agency, Inc. specializes in bringing local job seekers together with local employers. We are currently seeking a **Bi-lingual (Spanish) Receptionist/Billing Clerk.**

Job Description:

A local distribution/logistics business is seeking a bilingual office assistant. Primary job responsibilities include but are not limited to:

- Orchestrate office procedures such as answering and routing daily calls
- Customer Service for internal and external clients
- Billing and invoicing for company

Minimum Qualifications:

To be considered for this position, candidate must possess the following skills demonstrated through previous work experience.

- Fluent in English and Spanish required
- Good written and verbal communication skills
- Knowledge of Microsoft Word, and Excel
- Minimum typing speed of 35 words per minute
- Accurate 10 Key and Data Entry Skills
- Must have prior experience with a logistics company
- Experience with Bill of lading and PO's