

# HOT JOBS

## Copy Center Associate \*Kristt Kelly Office Systems\* Monticello, NY

**Overview:** Kristt Kelly Office Systems is seeking a full time copy center associate.

**ESSENTIAL DUTIES:** Take copy orders, answer phones, fax/copy/print, inventory supplies, learn billing system, general cleanup, sales.

**QUALIFICATIONS:** Reliable, motivated, team player, capable of working in fast paced environment. Experience not required, employer is open to On the Job Training.

**Apply:** Email Gene at [gkelly@kristt.net](mailto:gkelly@kristt.net)