



Data Entry Position

Part-time Data Entry/Customer Service position for Monday -Thursday, 4 to 5 hours a day - 10 am to 2-3 pm (approximately 15 to 20 hours a week).

This part-time job may lead to full time Administrative Assistant position.

Must know Microsoft Excel or Apple Numbers, looking for accuracy more than speed. Looking for organization and attention to detail.

This office is a casual atmosphere, your own office and no phones to answer.

Please send resume and cover letter to: bhuisenga@rileysurgical.com to get set up for an interview.

Riley Surgical Solutions is located in Alsip, IL.