



Account Clerk

Every Child an Author

Job Description:

Studenttreasures is a Topeka, Kansas based publishing company that helps turn students into published authors. We are looking for individuals to assist with processing payments. If you enjoy a fast-paced environment where you can learn new skills and will be a valued part of our team, we encourage you to apply!

Benefits:

- Paid Weekly
- Wellness: Employee recreation room with massage chairs
- Prizes: Chance to win a trip to Florida! (3 day, 2 night)
- Comfort: Clean, climate-controlled environment
- Family Friendly: Flexible 8-hour daytime shift (between 7-5:30)
- Dress: Casual; jeans and t-shirts are ok with us!
- Location: 42/Burlingame; Bus line accessible
- Money: End of season bonus!

Skills Preferred:

- Data entry
- 10 Key knowledge
- Typing Skills

Education:

- High school or equivalent

Responsibilities:

- Enter payment details into computer

Job Types:

- Full-time, Seasonal

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Pay:

- \$11.00 hour + attendance bonus

To apply, email mcolley@studenttreasures.com with your resume.

Studenttreasures.com

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