

## **Clerical /Administrative Openings (over 1,500 openings Nationwide)-1000**

Please send your Resume , Salary Requirements and Geographical Preference to:

**Glenn Johnson -Senior Vice President of Human Resources**

**[gjohnson@thesoloccompany.com](mailto:gjohnson@thesoloccompany.com) – 346-701-8266**

**<https://www.thesoloccompany.com>**

Office Administrative Assistant <b>CLK1000</b> 3-5 years experience -Oil & Gas \$30,000 - \$50,000 Houston, Texas	Receptionist <b>CLK1001</b> 2-5 years experience – Hospital \$ DOE Houston, Texas	Switchboard Operator <b>CLK1002</b> 5-8 years experience – Heavy Call Volume \$30,000 - \$40,000 Houston, Texas
Administrative Assistant <b>CLK1003</b> 3-5 years experience -Real Estate \$35,000 -up Houston, Texas	Administrative Assistant <b>CLK1004</b> 3-5 years experience -Chemicals \$40,000 - DOE Houston, Texas	Administrative Assistant <b>CLK1005</b> 3-5 years experience – Finance \$DOE Houston, Texas
Office Assistant <b>CLK1006</b> 2-3 years experience \$25,000 - \$35,000 Clearlake Texas	Clerical Supervisor <b>CLK1007</b> 8-10 years experience -Heavy Administrative \$45,000-\$55,000 Bellaire, Texas	Executive Administrative Assistant <b>CLK1008</b> - 8-10 years experience \$40,000 - \$58,500 The Woodlands, Texas
Front Desk Clerk <b>CLK1009</b> 1-2 years experience \$DOE Humble, Texas	Assistant to Vice President <b>CLK1010</b> 10 years experience \$50,000 up Houston, Texas	Medical Receptionist <b>CLK1011</b> 3-5 years experience \$25,000 up Bellaire, Texas
Corporate Secretary <b>CLK1012</b> 5-8 years experience \$45,000 up LaPorte, Texas	Ward Secretary <b>CLK1013</b> 3-5 years experience \$ DOE Nassah Bay, Texas	Administrative Assistant <b>CLK1014</b> 3-8 years experience \$30,000 - \$40,000 Houston, Texas
Real Estate Assistant <b>CLK1015</b> 3-5 years experience \$38,500 - \$42,500 Galveston, Texas	Executive Secretary <b>CLK1016</b> Need min 5 years assisting a VP or above \$50,000 up Houston, Texas	College Admission Secretary <b>CLK1017</b> 4-8 years experience DOE Houston, Texas
Executive Office Assistant <b>CLK1018</b> 3-5 years experience \$30,000 - \$45,000 Humble, Texas	Medical Secretary <b>CLK1019</b> 3+ years in a Hospital r Clinic \$30,000 - \$42,500 Sealy, Texas	Temp -To- Hire Assistant <b>CLK1020</b> Previous Temp experience – 3 + years Going Temp Rate Katy, Texas
Part time Assistant <b>CLK1021</b> 8:00 am to 12:00 noon or 1:00 -5:00 Temporary Salary Houston, Texas	Administrative Assistant Engineering <b>CLK1022</b> 2+ years in a technical environment \$DOE Austin, Texas	Bilingual Receptionist <b>CLK1023</b> 2-5 years experience \$28,500 - \$38,500 Dallas, Texas
Assistant -Human Resources <b>CLK1024</b> 3-5 years HR knowledge \$30,000 - \$40,000 Houston, Texas	Long Term Contract <b>CLK1025</b> 6 month to 1 year Going Rate Huntsville, Texas	Administrative Assistant -Maintenance <b>CLK1026</b> – 4-8 years experience \$40,000 - \$48,800 Conroe, Texas
Administrative Assistant Banking <b>CLK1027</b> 3-5 years commercial lending \$35,000 - \$42,700 Houston, Texas	Medical Secretary <b>CLK1028</b> 3-5 years with Private Doctors \$41,900 - \$45,600 Panhandle, Texas	Office Associates <b>CLK1029</b> 5-8 years experience \$36,000 - \$40,000 RoundRock, Texas
Temporary <b>CLK1030</b> 3-6 months Going Rate Houston, Texas	Accounting Secretary <b>CLK1031</b> 5-8 years experience DOE Beaumont, Texas	Administrative Assistant -Intern <b>CLK1032</b> 2 years college \$15.00 per hour San Antonio, Texas

**The Solo Company has over 1,500 Administrative positions in the Houston area another 1,000 throughout the United States.. Our Salaries range from the low 20's up to mid to high 75's  
Send us your resume and let us assist you with your career change.**