

Hogan Transfer and Storage Part Time Summer Administrative Position



We are looking for a Reliable Person with...

Organizational Skills
Ability to follow detailed instructions
Comfortable on the Phone
Comfortable on the Computer
Able to work 3-4 days per week
Available through August 2018

Key responsibilities:

Working with Move Coordinators
Prepare letters and move documentation
Schedule / Confirm Surveys
Schedule 3rd Party Services
Other Administrative tasks as needed

We offer:

\$10.00 per hour wage
Weekly Paycheck
Opportunity to Learn new Business Skills
Letter of Recommendation
First Opportunity at Full Time work when Available

Interested Individuals should contact:

Bob Eggert, Controller
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Indianapolis, IN 46202
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