

RECRUITMENT SESSION

PAYCHEX[®]

TUESDAY, DECEMBER 9

1:00 p.m. Sharp!

THE WORK PLACE

29 Winter Street, 4th floor-Boston

Paychex will interview for the following positions:

Customer Service Representatives (North Reading):

Experience in a professional business setting, ability to work under pressure, strong analytical/mathematical ability, problem solving skills, data entry skills, excellent oral & verbal communication skills. Payroll or accounting experience is a plus but not required.

Client Services Representatives (North Reading):

Same as above PLUS 3 yrs. in a tech. oriented customer service organization, proven problem resolution & strong interpersonal skills. Previous Help Desk experience is a plus.

These positions require a 2 week, all expenses paid training in Rochester NY!

Space is limited! To sign up for an interview, you must submit a resume. No exceptions!

Email: theworkplacejobs@hotmail.com (Paychex in subject line)

Fax: 617-428-0380 (Paychex in subject line)

