

Law Office Courier / Receptionist (Tamuning)

Compensation: **\$10 / hour**

Employment type: **part-time afternoons**

Minimum requirements:

High school diploma

Valid Guam driver's license

Detail oriented

Strong verbal and written communication skills

Proficiency in Microsoft Office, especially Word and Outlook

General office/administrative support experience preferred

Interested applicants should email a resume to guamlawoffice@gmail.com.