

**Office Position**

Part-Time, 2 days a week.

Days and Hours are flexible.

Job responsibilities include: filing, data entry, payroll, inventory management and some customer interaction by answering phones etc.

Pay is from \$11-\$13/hour

Applicants should email their resume to Meggan McCaughan at [sales@totalfoodpackage.com](mailto:sales@totalfoodpackage.com).