

**Temporary Job Order**

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**Company Name:**

Address:

City:

Zip:

Contact Name:

Report to:

Phone:

Fax:

Email:

Hours:

Start Date (mm/dd/yy):

End Date (mm/dd/yy):

Web Site Address:

Job Title:

Receptionist

Data Entry

Clerical

Administrative

Accounting

Executive Assistant

Job Duties:

Computer Skills: (Skill Level: 1=Basic - 2=Intermediate - 3=Advanced)

PowerPoint

Word

Excel

Typing (WPM: )

Education or specific skills required:

Dress Code:

Professional

Business Casual

Casual

Desired Personality Traits:

Additional Information:

Reason for Opening:

Vacancy

Special Project

Vacation/Leave

Other

Submit Temporary Job Order **To Your Nearest Location:**