



Job Description

Administrative/Clerical

Locally owned corporate office supporting a 7 chain convenience store operation in Charlotte, NC has grown and is looking for a team member for administrative/clerical position.

Retail experience in balancing cash drawers is helpful. If you are mature, responsible, have the ability to work well in a close environment, have time management and multi-tasking skills and are able to meet weekly deadlines, we are looking for you.

Strong computer skills are a must. We offer medical, dental, life and disability insurance along with PTO time.