

Now Accepting Applications  
**General Office**  
Part-Time & Full-Time Positions

Various Duties.

**Part-Time**

Flexible Hours

20 - 25 hours per week between the hours of 8:00 AM and 5:00 PM

Must be able to work Monday-Friday.

Must be able to train first week between 8:00 AM and 2:00 PM.

**Full-Time**

40hr/wk

Monday-Friday 8:00AM – 5:00PM

**Job functions may vary but will require:**

Must be able to type a minimum of 40wpm – test will be administered.

Dependability

Good computer skills

Professional phone etiquette

Ability to follow instructions

**To be considered for this position:**

Apply in person at:

Fox Scientific, Inc.

8221 East FM 917

Alvarado, TX 76009

**or**

E-mail resume to:

jobs@foxscientific.com

with 'General Office' in the subject line.