

Van Lingen Towing is currently hiring a General Office Clerk. We have been in the towing business over 60 years and offer a very competitive pay/compensation package.

### **Job Duties**

The office opening includes general office duties such as answering phones, helping walk in customers, some dispatching, as well as accounts receivable. Applicants must be computer literate and be able to pass a background and drug test.

### **Job Qualifications**

At the very least, candidates must have a valid driver's license and a record of safe driving to become a Van Lingen tow truck operator. You should be at least 25 years old and have a high school diploma or the equivalent. Prior work experience isn't normally required, but having experience in trucking or automotive repair is always a plus.

### **Hours**

Our office schedule is Monday through Friday from 9AM to 6PM, with some overtime available.

### **Salary / Pay / Compensation**

We offer paid vacation, full medical benefits, and paid uniforms. Compensation is approximately \$525 per week.

Submit resume online @ [vanlingen.com/employment-opportunities/](http://vanlingen.com/employment-opportunities/) or in person at 2755 Lomita Blvd., Torrance