



## **Operating Element - CDMX**

As an operative element, your main responsibilities will be the attention to our customers via telephone and in person in emergencies for them, filling out logs and reports corresponding to the activities and reports made by our clients.

### **Requirements:**

- Experience not necessary
- Indistinct sex
- High School Certificate
- Basic handling of Office packages (Word and Excel) and email
- Current driver's license
- Intermediate level of English
- Documentation: Birth certificate, INE, CURP, RFC, NSS, Notice of retention of INFONAVIT (in case you have it), Released military card (men), Proof of studies, Proof of address, Non-criminal record.

### **Activities:**

- Filling a log
- Attention to visitors
- Reception and call attention
- Field activities

### **We offer:**

**8 HOURS TURNS \* AVAILABILITY OF ROLLING TURNS \***

- Base salary + pantry vouchers + double or triple extra hours
- Benefits of law
- Free uniform

**Contact:** [careers@ausecurity.mx](mailto:careers@ausecurity.mx)