

Administrative Assistant

\$10 - \$12 / hour plus benefits

Local Management Consulting Firm

(Lockland area)

Duties

Answer telephones, manage president's calendar, perform data entry, and greet guests. Mastery of these duties could lead to an executive assistant opportunity.

Requirements

Minimum 21 years of age with high school diploma/GED. Three (3) years relevant experience required, including Microsoft Word, Excel, and PowerPoint. Must have own vehicle. Work schedule: Monday – Friday, 9a – 5p. Misdemeanors accepted; no felonies. Must pass drug test.

Contact Method

From your own email address, send a resume as a Microsoft Word attachment to professions@superjobs.com. Please include the job title in the subject line. Only those individuals being considered will be contacted.

