

Administrator (Conyers)



Location **Georgia**
<https://www.genclassifieds.com/x-258086-z>

Administrator (Conyers)
 compensation: 100.00 per shift
 Urgent need asap

(Conyers)
 compensation: 100.00 per shift
 12 hrs. 8am to 8pm 100.00 per 12 hour shift

Organizing book keeping knowledge , receipts, invoices, filing, organizing residents file's for 8 -residents folders. Copies, filing, faxing, greeting guest, assisting guest with signing in to visit residents, answering phone, preparing documents for classes, update calendar, send text reminders on appointment day, NO Drama Allowed.

30 minutes lunch, 2- 15 minutes breaks,

Girl Friday, eat inside building, breaks can be taken inside away or at desk.

Secured Facility, all doors must stay intact.

Must have

book keeping knowledge, bring sample Profit and loss statements, sample ledger, be ready to discuss in detail

local police report, current bank statement, check print, driver's license, Co

3 skin

recent photo (last 6 months)

PR File

Resume

3- references

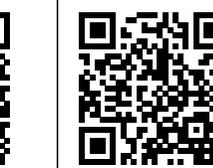
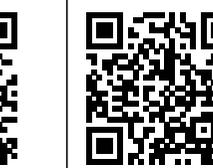
Must Sign Confidentiality Agreement prior to working

Zero tolerance for Drama.

MUST be comfortable working in solitude away from caregiver working staff

Position review every Month.

Must keep all documents confidential and away from caregiver staff.

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Room for growth for Confidential mature Girl Friday .
Friday schedule 8am to