

PART TIME LAW CLERK (West End)



Location **Virginia**
<https://www.genclassifieds.com/x-382462-z>

Small Law Firm in the West End is seeking Part Time Office Clerk/Office Assistant (15-20 hours per week). This position is perfect for a college student, as the work schedule can be flexible.

Duties will include:

- Managing office tasks;
- Organizing and maintaining files and records;
- Conducting research
- Working independently and as part of the team;
- Other miscellaneous office activities as assigned.

Requirements for the candidate:

- Must be highly organized and detail-oriented;
- Must be able to multitask;
- Must be proficient with Microsoft applications (Word, Excel and Outlook);
- Must be self-motivated and driven to take initiative;
- Must have strong communications skills (written and verbal).
- Must have reliable transportation;

Depending on the motivation of the candidate, there may be opportunities to learn and perform marketing functions, such as blog posts, website updates, social media

management.

Please send me the with references and a brief description of how you feel you would best fit.



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