

PART TIME LAW CLERK (West End)

Location **Virginia** https://www.genclassifieds.com/x-382468-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;

perform marketing functions, such as blog posts, website updates, social media	PART TIME LAW CLERK (West End) https://www.genclassifieds.com/x-3 82468-z PART TIME LAW CLERK (West End)
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