

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;

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

Manage office tasks;	https://www.genclassifieds.com/x-382468-z	PART TIME LAW CLERK (West End)
Please provide resume with references and a cover letter providing a brief description of how you feel your experience fits the position.	https://www.genclassifieds.com/x-382468-z	PART TIME LAW CLERK (West End)
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