

Administrative AssistantUp To 20HRLocally Owned Business



Location **Ohio**
<https://www.genclassifieds.com/x-561174-z>

JOB DESCRIPTION - Will train!

Administrative Assistant...do you pride yourself on having impeccable organizational skills? Do you thrive in a challenging environment? Do you have a positive, go-getter attitude? Then we have the position for you! My company is in need of an Administrative Assistant to support our human resources and social media departments. In this challenging position, you would responsible for ensuring the smooth flow of information and follow up.

Hours are Monday - Friday from 8:00am - 4:00pm, Part Time - Monday - Friday 8:00am - 1:00pm.

Please send your!

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