

PT Office work (Hunters Creek)



Location

Florida

<https://www.genclassifieds.com/x-625640-z>

Good afternoon,

I'm looking for someone to come in for a few hours a week and perform administrative duties / office work for me such as: Filing, scanning, filing reports online, scanning and emailing documents as needed, etc.

Basically it's all the stuff I just don't have the time or initiative to do anymore. If you have descent computer skills and can organize an office this will be a easy job for you.

Best candidates would be someone looking for part-time work to supplement their income and that has some type of prior office experience.

I would like someone that will stick around for the long term as I don't want to have to train people over and over.

If you think this is something that would work well for you please send me an email telling my why you would be a good candidate.

Please don't answer my ad if you are not reliable. I would like someone that could do this for me every Monday or Tuesday. You will likely work 3-4 hours per week.

Thank you.

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