

Executive amp Administrative Assistance for a Local Non



Location **Alaska**
<https://www.genclassifieds.com/x-757085-z>

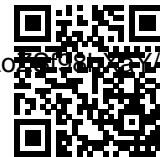
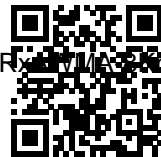
QR Code Link to This Post Hi, we are FQN Community Network, a non-profit community organization and need temporary help for our Global Virtual Office. You get to choose your own rate, just be fair.

We collaborate with organizations and businesses to help transform our society to be in balance, by building new economic, political, and education infrastructures. Our primary work is operational, accounting, and financial support. We coordinate new value capture, value tracking, and value transfer systems at scale. We need people who are committed to seeing the world transform to improve individual people's lives. People who are willing to handle filing systems, bills, finances, and other boring yet essential tasks for administrative and executive assistance. Are you ready to invest in the future of Society?

This gig, and anyone involved in our network, is publicly accountable, and so everything is transparent.

We ensure that all contributions are tracked and everyone gets fair value in their involvement from the very beginning, including filling out forms and interviews.

Skills we are looking for:
 Google Spreadsheets
 Admin Support
 Data Entry
 Filing
 Organizing
 Self Organization
 Self Motivation
 Email Handling



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