

Administrative Assistant Needed (New Orleans)

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Location **Louisiana**
<https://www.genclassifieds.com/x-777556-z>



QR Code Link to This Post Small successful firm looking to hire a part-time administrative assistant. Must be willing to handle some personal assistant responsibilities as well.

The following skill sets and qualities which would make a strong candidate would include:

MUST BE:

- *VERY comfortable on PC, not MAC
- *Proficiency with Word and letter writing
- *Knowledge of QuickBooks
- *Highly organized and prepared
- *Excellent verbal and written communication skills
- *Systematic, self-motivated and attention to detail
- *Amenable to one hour of the day running personal errands
- *Must have a dependable car

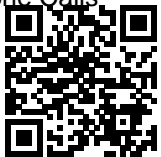
Monday through Thursday 12 to 4 but I can be somewhat flexible with hours. Located in the Bywater area. Competitive pay. Hours could increase. Informal relaxed working environment.

Email resume or bio-letter to David

No Phone Calls



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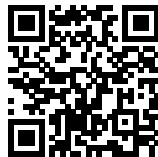
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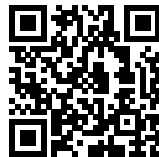
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