Job Description.

We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/$18.50 per hour.
Duties include, but aren't limited to:
- Handling Accounts Payable/Receivables
- Purchasing products
- Coordinating product shipping and receiving
- Answering phones
- Receiving mail
- Ordering office supplies
- Having an understanding of QuickBooks Pro is a plus, but is not necessary

Running errands is necessary within this role - including picking up samples, making small deliveries/returns.

Interested applicant should reply with resume to (Jameslund@consultant.com) You will be working pretty independently most days, so this is a super important quality to have

Task-Oriented, with the ability to initiate the follow-through for task completion

Highly Organized and Detail Oriented - The ability to organize your workflow and prioritize accordingly.