Sample1

Office Assistant
Duties include:

- Answering the phones while the staff is at lunch and in meetings.
- Take messages when needed and make phone calls to students.
- Handle mail outs, run errands, organize and scan files.
- Accomplish various other tasks that may be assigned.
- Must have a positive attitude and great customer service skills.
- Experience will be considered a plus.
- The ideal person will be available to work during lunch time and in the afternoon.

Possess good computer skills, have attention to detail, and organizational ability.