

Freshwater Policy Consulting

3102 Buffalo Trail, Flagstaff, AZ 86005

Company Website: <https://freshwaterpolicy.com/contact>

Email: richardedward@consultant.com

Phone: 602-908-7818

Job Title: Office Administrative Assistant

Description.

We are searching for an incredible Individual as Office Assistant for low upkeep work, The hours is 15 to 20hrs weekly and the compensation is \$400.00 weekly.

Obligations incorporate, however aren't constrained to:

- Receiving mail
- Bills installment
- Responsible for some shopping.
- Picking-up and conveying things to PO Box

You will be working pretty independently most days, so this is an excessively critical quality to have Task-Oriented, with the ability to begin the completion for task realization, Especially Organized and Detail. Having a comprehension of QuickBooks Pro is an or more, however isn't vital.

Interested candidate should reply with resume to richardedward@consultant.com

Thank you
Richard Edward