

<b>Job Title:</b>	Business Assistant	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Administration	<b>Job Code/Req#:</b>	N/A
<b>Location:</b>	Mobile/Virtual	<b>Travel Required:</b>	Yes; 10%
<b>Level/Salary Range:</b>	Hourly: \$10.00	<b>Position Type:</b>	Part-time; hours will vary
<b>HR Contact:</b>	Ms. Taneesha Thomas	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	Until vacancy filled
<b>External posting URL:</b>	<a href="http://www.mindyourmannersetiquette.com">www.mindyourmannersetiquette.com</a>		
<b>Internal posting URL:</b>	www.mindyourmannersetiquette.com		
<b>Applications Accepted By:</b>			
<b>E-mail:</b> inquires@mindyourmannersetiquette.com <b>Attention:</b> Hiring Manager RE: Business Assistant Position		<b>Mail:</b> Hiring Manager Mind Your Manners Etiquette School, Inc P.O. Box 13954 Maumelle, Arkansas 72113	
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<p>We are looking for a responsible, well-spoken Business Assistant to provide professional administrative support in a well-organized and timely manner. You will work closely with the Managing Partner and have the ability to work virtually without constant supervision. The responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> <li>• The point of contact between the Managing Partner and external clients</li> <li>• Screen and direct phone calls</li> <li>• Follow up with vendors, leads, customers</li> <li>• Manage existing projects and calendars</li> <li>• Make travel arrangements</li> <li>• Manage various platforms and applications (social media &amp; website)</li> <li>• Handle request and inquires appropriately and promptly</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"> <li>• High School graduate, with some College coursework at minimum</li> <li>• High knowledge and proficiency of MS Office</li> <li>• Excellent verbal and written communication skills, REQUIRED</li> <li>• Moderate knowledge of etiquette norms and Professional image is REQUIRED</li> <li>• Ability to use discretion and confidentiality, REQUIRED</li> <li>• High ability to multi-task and prioritize daily workload</li> <li>• Ability to work under pressure and deadlines</li> <li>• Moderate Sales background, a plus</li> </ul>			