

Office Assistant (Part-Time)

Pettaway Pursuit Foundation is a non-profit organization, we are currently looking for an experienced Office Assistant. This position will play an integral role in the customer service and organizational strength of our company. The Office Assistant will provide administrative support, which includes greeting visitors, answering and respond to calls and emails. Qualified candidates will have impeccable verbal and written communication skills, a strong ability to multi-task and a friendly demeanor.

Must be able to work flexible hours, weekends may be included

Primary Responsibilities:

- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing document
- Must be able to perform accounting tasks, including invoicing, claims, payroll, and receivables
- Must be able to perform receptionist duties

Requirements:

- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office
- Qualifications in secretarial studies will be an advantage
- High school diploma; BS/BA in office administration or relevant field is preferred

*Resume and cover letter must be submitted to pettawaypursuit@verizon.net