



POSITION DESCRIPTION

Position

2015-Corporate Office or Research Assistant

Project

General Support

Goal

To provide administrative, logistical and research support in the Kilmarnock, VA Corporate Office

Reports To

Requirements

Some college courses or Associates Degree are required.
Career Interest in Business Operations, Information Technology and/or Research Support
Excellent organization skills and ability to work independently
Excellent interpersonal skills
Good oral and written communication skills
Excellent computer skills with knowledge of word processing, publishing, and databases
Trustworthy and self-starter
Must pass background check

Responsibilities

- Develop and disseminate documents and publications as required
- Internet searches and website maintenance
- General office support
- Data entry and database maintenance
- These are required responsibilities, but do not include all office tasks the employee may be asked to perform

Compensation

\$12.00 per hour; 15-20 hours per week;
Full-time employment potential and advancement.

Benefits

Submit resume, cover letter and three professional references to chosenpeople@reessi.com.