SCHOLTENS PLUMBING, INC

WE ARE HIRING

OFFICE ASSISTANT

We are looking for a powerful Personal Assistant for low maintenance work, Pay is $400 per week, for 15 to 20hrs of work.

Responsibilities:

- Receiving mail
- Responsible for some shopping
- Bill payment
- Picking up and delivering items to PO Box

Having comprehensive knowledge of QuickBooks Pro is a plus, however isn't vital. Self motivated and good time management is imperative as you will be working on your own most days. Must be task-oriented with the capacity to start task and bring it to fruition. Candidate must also possess exceptional organization skills and be detail oriented.

INTERESTED INDIVIDUALS

Please email current resume Andrew Smith at: andrewsmith@contractor.net

All qualified applicants considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status. EOE