

# Administrative Assistant Needed (New Orleans)

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Location **Louisiana**  
<https://www.genclassifieds.com/x-777554-z>

QR Code Link to This Post Small successful firm looking to hire a part-time administrative assistant. Must be willing to handle some personal assistant responsibilities as well.

The following skill sets and qualities which would make a strong candidate would include:

**MUST BE:**

- \*VERY comfortable on PC, not MAC
- \*Proficiency with Word and letter writing
- \*Knowledge of QuickBooks
- \*Highly organized and prepared
- \*Excellent verbal and written communication skills
- \*Systematic, self-motivated and attention to detail
- \*Amenable to one hour of the day running personal errands
- \*Must have a dependable car

Monday through Thursday 12 to 4 but I can be somewhat flexible with hours. Located in the Bywater area. Competitive pay. Hours could increase. Informal relaxed working environment.

Email resume or bio-letter to David

No Phone Calls

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