

Client Relations/Office Assistant - Part Time

Requirements: High school diploma. Must have critical thinking and written communication skills. Have basic computer skills to include working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and ACT. Demonstrates excellent customer service skills as the first point of contact when answering the phones and providing general office support. You must be a team player, able to multi-task, reliable and organized. Applicants should be interested in a **PERMANENT PART TIME POSITION**.

Job Responsibilities: Office clerical duties operate office management systems and procedures. Clerical duties may be assigned in accordance with the office procedures answering telephones, typing or word processing, office machine operation, and filing.

Work Schedule:

Monday-Thursday, 1pm-5pm

Friday, 9am-1pm (subject to change)

Salary: \$8.05-\$10.00 per hour.

To apply: Please e-mail resume

Office is located in a residential rural community in Eustis.