

Position: Administrative Assistant

Full/Part-time: Part-time to start. Could lead to full-time opportunity.

Salary: Hourly/Contract. Negotiable based upon experience and ability to perform duties required.

Position Description: Busy entrepreneurs representing several businesses have a need for an Administrative Assistant. Working from one office the Administrative Assistant will support each business owner with the following job duties:

Looking for someone who is an excellent multi-tasker as well as versatile administrative skills to include: answering phones, appointment setting, project management skills (software application preferred), excellent time management skills, ability to prioritize and manage in a high stress quick paced environment, prepare presentations (wordprocessing powerpoint, hardcopy handout prep, etc), meeting/event planning, proficient computer/technical skills (Quicken, Microsoft Office).

Dependable and able to manage several high performing personalities and juggle multiple assignments in a timely manner. Prefer a person who has entrepreneurial aspirations and experience working with small entrepreneurial companies or one person operations.

If interested please send resume as an attachment to: info@blackbusinesspro.com

EOE M/F/D/V