

Office Help/Personal Assistant Needed Immediately

High School/College Student

- **Part-time, year round** job in a well-equipped comfortable, home office in Sudbury.
- Not interested in those seeking temporary or vacation employment only!
- **Flexible hours, after school, evening or weekends no early mornings.**
- **10 - 15 hrs/wk**, applicant must have flexibility and not be over-committed with after school activities.
- **Fast Typist. Office experience not required but is a plus.**
- **Salary dependent on experience and performance.**
- **Must have reliable car/transportation.**

Ballroom dance teacher needs assistance with general computer help, paperwork, emails, organizing, filing, and keeping the office running smoothly.

Looking for an organized, motivated fast learner who is familiar with electronic devices (smart phone, camera, iPod fax machine, printer/copier.) Tasks may include: filing, transcribing, uploading/organizing & printing photos, Internet searches, burning CD's, etc.

This high energy person needs to be flexible and able to manage multiple tasks at the same time.

References required. Brief Orientation will be included first couple weeks.

Ideal job for students or young adults.

To apply please contact by email:

Susan Ehrreich

978-443-4499 (10am-11pm)

or 508-395-8807(Text Okay!)

nimblefeet@aol.com

Include phone number