

Thursday, November 30, 2017

Part-time office manager / admin in Dumbo

Company: Roads & Kingdoms

Location: Brooklyn, NY

Compensation: \$25/hour

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We are a media company in Dumbo, Brooklyn called [Roads & Kingdoms](#) and we are looking for an organized, motivated, personable office manager / assistant for our small team. Duties include organizing the office space and handling mail, recycling, trash and other small errands. Twelve hours a week, preferably split over three days in the week as works for your schedule. Starts asap. Send resume and cover letter to contact@roadsandkingdoms.com

Roads & Kingdoms
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For more information:
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