

Tuesday, November 13, 2012

Administrative Assistant LeeSaar The Company

office@leesaar.com

► [Share](#) | [Print](#) | [Download](#)

For info on the company please visit www.leesaar.com

Job Description

LeeSaar The Company is seeking an Administrative Assistant to work closely with the Co Artistic Director, performing a wide variety of tasks. including office operations and general administration that may also include assisting in other areas such as production, artistic research and touring.

Qualifications

Sensitivity to details, organizational skills, social media, hard working, flexible, multi-tasker, strong communication, self-motivated. Administrative experience and knowledge of dance is a plus.

Hours: Part Time 10-15 hours/week

Pay: Commensurate with experience

How to Apply:

Candidates should send their resume and cover letter outlining job interest, and availability to: office@leesaar.com

Please include Admin Application in the subject line.

Application Deadlines:

By November 29th 2012

office@leesaar.com

[< back](#)

[previous listing](#) • [next listing](#)