

Tuesday, November 13, 2012

## Administrative Assistant LeeSaar The Company

office@leesaar.com

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For info on the company please visit [www.leesaar.com](http://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](mailto:office@leesaar.com)

Please include Admin Application in the subject line.

### Application Deadlines:

By November 29th 2012

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