

Wednesday, May 22, 2013

administrative assistant

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Help! I am in dire need of someone to do the following:

Meet application deadlines

Fill out forms

Answer emails

Make phone calls

Research opportunities

Iron costumes

but I'll iron the costumes and make coffee if I can find an assistant who can get the "paperwork" done.

This is a paid position, 8-10 hours a week, flexible scheduling.

The bad news is; we are in Scarsdale (Westchester). It's not far from the city on the train, but the position would be better suited to someone who lives in the general area or who drives.

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