

Tuesday, August 1, 2017

Part time Assistant

Company: Feng Shui Creative
Location: NY, NY
Compensation: \$20/hour

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

Feng Shui Creative is excited to be expanding its team!

We are looking for a kick-butt assistant to continue building our Feng Shui empire!

To apply for the position, you need to be business-savvy, pro-active and be able think outside the box. An action taker and who comes with solutions to problems, not just the problems.

This lucky person will help with:

- Product distribution
- Sales
- Marketing
- Customer retention and satisfaction
- Product inventory and costs

Candidate does not need experience in any of the above but if you have it - great!

Requirements you must have:

- great, positive energy
- detail oriented
- a quick learner
- great communicator
- critical thinker and action taker
- a sense of humor!
- writing ability (good grammar please)
- Microsoft office - specifically Excel or Sheets the google equivalent
- Google docs
- research and sourcing a plus!!

This position is part-time, probably around 15-20 hours week and although you are welcome to work in my office and we establish that you can stay on target and self manage deadlines, you are welcome to work remotely.

Please send resume and cover letter - thanks!

To start asap.

Feng Shui Creative
NY, NY, 10010
www.fengshuicreative.com

For more information:
Susan
[susan](#)

[< back](#)

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