

Tuesday, September 12, 2023

Looking for an administrative assistant for about 10 hours per month

Company: Marie-Christine Giordano Dance
Location: Brooklyn, NY
Compensation: \$20 per hour.

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Marie-Christine Giordano Dance is looking for an administrative assistant to help with emails, planning events, social media, and filing.

Some work can easily be done remote. Flexible schedule.

Apply if you are detail oriented, ponctual, flexible, and a fast learner.

Send me your resumé (the administrative one) at info@mcgdance.org

Marie-Christine Giordano Dance
220 25th street
Brooklyn, NY, 11232
www.mcgdance.org

For more information:
Marie-Christine
info@mcgdance.org

[< back](#)

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