

PART-TIME ADMINISTRATIVE ASSISTANT

Immediate need for an experienced part-time administrative assistant, able to multitask and work independently for a dynamic economic development non-profit corporation. You will be assisting the Executive Director with confidential matters and handling a variety of tasks including: answering phone calls and taking messages; maintaining an electronic and hard copy filing system; working with Microsoft Word; taking and transcribing Minutes; up-dating web sites, databases and E-mail lists; and, entering survey information into a Synchronist system. Knowledge of Quickbooks a plus. Depending on experience and skills the hourly wage will be \$12.00 - \$15.00 per hour. Apply for this great position today by calling 608.742.6161 or Email: nancyre@frontier.com.