

Date: March 16, 2010

Hours: 2 – 3 days per week, 3 – 4 hours per day, start day is flexible

Pay: \$8/hour

Description: **PT Administrative Assistant**

NC based medical physics consulting firm seeks part time, detail oriented office assistant (2-3 days/week, no weekends).

- Responsibilities include
- data entry,
- proofreading/editing reports,
- research, filing,
- correspondence and other general office tasks

Strong organizational, multi-tasking and computer skills needed. A polite and professional demeanor is a must!

If interested, please sign-up below to be considered for an interview.

Name/phone number/email address
