

Hello!

Looking for a part time personal assistant with QuickBooks experience. 15-20 hours a week, 3-4 days a week. Schedule will vary. Opportunity to become full time for the right person.

Responsibilities include:

Order entry & follow-ups

Billing

Running errands

Reliable transportation & valid driver's license – must live within 10 miles of Marina del Rey

Must be organized with a positive can-do attitude

Calm and professional demeanor

PowerPoint and photoshop experience a plus

Please email over a cover letter and resume and include desired salary.

Thank you!

- Company name – Tower One Promotions, LLC.
- PPAI membership number - 682217
- Job location – Marina del Rey, CA

Phone or email address for candidates to send resumes – toweroneresumes@gmail.com