Job Title: Office Assistant

Telephone: (763) 238-6044

Job description.

We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/$400. Duties include, but aren't limited to:
- Handling Accounts Payable/Receivables
- Purchasing products
- Coordinating product shipping and receiving
- Answering phones
- Receiving mail
- Ordering office supplies
Having an understanding of QuickBooks Pro is a plus, but is not necessary. Running errands is necessary within this role - including picking up samples, making small deliveries/returns.

Interested candidate should forward their resume to (paulagoodall@auctioneer.net) You will be working pretty independently most days, so this is a super important quality to have. Task-Oriented, with the ability to initiate the follow-through for task completion. Highly Organized and Detail Oriented - The ability to organize your workflow and prioritize according.