

Position Title: Part-Time Administrative Assistant

Requisition #: 110123-01

Location: Remote, US

Hourly Rate: \$20 per hour

Hours: 0-10 hours per week, depending on workload

Job Description:

We are seeking a motivated and detail-oriented Part-Time Administrative Assistant to provide essential support for our team. This position is perfect for a military spouse seeking flexible, remote work opportunities. The successful candidate will possess strong proficiency in Microsoft Office applications, specifically PowerPoint, Excel, and Word, with experience in Quickbooks Online considered a significant advantage.

Key Responsibilities:

- Create and format documents, presentations, and spreadsheets using Microsoft Office applications, including PowerPoint, Excel, and Word.
- Perform data entry and maintenance tasks in Excel, ensuring accuracy and organization of data.
- Assist with general administrative tasks, including organizing files, managing email correspondence, and scheduling appointments.
- Aid in bookkeeping tasks, with knowledge of Quickbooks Online being a plus.
- Conduct research and gather information as requested.
- Maintain a high level of confidentiality and professionalism in handling sensitive information.

Requirements:

- Proficient in Microsoft Office applications (PowerPoint, Excel, Word).
- Quickbooks Online experience is a strong advantage.

- Strong attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Self-motivated, reliable, and able to work independently.
- Ability to adapt to changing workloads and prioritize tasks.
- Ideal for military spouses who can work remotely and require flexible hours.

Working Conditions:

- This is a remote position, offering flexibility.
- The weekly hours for this position will vary based on workload, with a range of 0-10 hours per week.
- Compensation is \$20 per hour.

How to Apply:

If you meet the qualifications and are interested in joining our team as a Part-Time Administrative Assistant, please submit your resume and a cover letter detailing your relevant experience and why you are an ideal candidate for this position. Please send your application to Donna@HRDownsizing.com.

We are an equal opportunity employer and value diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, or disability status. We encourage candidates from all backgrounds to apply.