

Office Assistants Wanted!

Part Time /Full Time positions available

Are you new to the workforce and looking to take hold of your financial future? Consider joining. Micro-Easy Vocational Institute as an entry-level office assistant. Our ideal candidate does not need years of experience, preferably someone who enjoys working with others and can work hard to support the MEVI workforce community. Attention to detail and discretion are a must, and the right fit for the job will be someone who can pay attention and make critical decisions to encourage business growth and office organization. Does it seem like you would be a good fit for this position? Apply today.

The ideal candidate will exhibit high standards, excellent communication skills, and can take the initiative, and prioritize daily tasks. A strong ability to take charge and meet tight deadlines will ensure your success in this multi-faceted role.

Responsibilities

- ! Handle and coordinate customers and students' activities
- ! Coordinate student's employment activities
- ! Ensure file organization based on office protocol
- ! Provide ad hoc business operations support as needed

Qualifications

- ! High School Diploma or higher
- ! Strong interpersonal, customer service and communication skills
- ! Ability to multitask
- ! Proficient in Word
- ! Social Media Savvy

Salary: \$13 - \$15/hr.

To Apply:

You must be eligible to work in **United States** and must be **18 years or older**.

Please send your resume and cover sheet to training@micro-easy.com ;

Attn: Hiring Manager

Micro-Easy Vocational Institute
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510-262-9949