



We are seeking a detail-oriented and highly organized part-time Office Administrative Assistant to support a variety of clerical and administrative tasks. The successful candidate will be responsible for data entry, managing office communications, and providing general support to ensure efficient day-to-day operations. The position offers a weekly pay of \$600.

Key Responsibilities:

- Answer and direct incoming phone calls, take messages, and route calls appropriately.
- Manage incoming and outgoing correspondence, including emails and letters.
- Perform data entry tasks, ensuring records and databases are accurate and up to date.
- Assist with basic bookkeeping duties, such as processing invoices and expense reports.

Skills and Requirements:

- Strong organizational and time management abilities.
- Excellent written and verbal communication skills.
- Ability to handle multiple tasks and prioritize effectively.
- Capable of working both independently and collaboratively.
- Familiarity with office management software is an advantage.

Interested candidates should submit their resume via email.

Please contact Zahra Thomas at ThomasLeo22@contractor.net if interested in this opportunity.

The deadline to apply is May 26, 2026.