



493 Brookfield Ave.  
Youngstown, OH  
44512

Administrative Assistant/Office Manager:

Duties:

Answering phones, taking messages, returning phone calls, data entry, shipping materials, picking up small shipments and mail, basic customer service, basic graphic design, basic product assembly, keeping office tasks organized, and filing.

Experience:

No experience necessary but any experience with Adobe PageMaker, Adobe Photo Shop, and Adobe Illustrator, Microsoft Word and Excel, and/or Quicken is helpful. We are willing to train on the job.

Requirements:

Prompt, motivated, detail oriented, organized, and hard working. Must be courteous and have reliable transportation. Must be able to multi-task and have good people skills.

Availability:

Any availability will be considered. Currently, two or three days a week Monday through Saturday is needed. Some evenings from time to time. We are willing to work around class schedules.

Compensation:

Compensation is based on work ethic, professionalism, experience, availability, promptness, motivation, and ability to work as part of a team. Between \$7.50 and \$8.50 per hour depending on experience and availability.. The ability to earn more per hour exists and will be evaluated periodically.

Average Day:

The average day consists of the following:

- Pick up mail at PO Box
- Take down phone messages
- Return phone calls
- Deliver phone messages
- Enter orders
- Take care of other tasks, these may include:
  - printing order forms
  - updating on-line ordering system
  - designing and printer CD or DVD labels
  - preparing event related material such as ordering information and/or job folders
  - assisting with other office related tasks