

We are seeking a full-time administrative assistant with the following skills and experience:

- * Professional image and demeanor.
- * Excellent attention to detail and work quality.
- * Ability to handle multiple projects and tasks concurrently.
- * Must have computer skills in all MS Office products, specifically Word, PowerPoint, Outlook, Acrobat and Excel.
- * Excellent communication skills.
- * Must type minimum 40 wpm.
- * Experience in Administrative software systems is desired

Apply via email to colin.macdonald@peoplestrategy.com

We will train a qualified candidate.

Start Date: Feb-Mar 2010

Compensation: DOE (depending on qualifications & experience) \$25,000 - \$40,000

Benefits: Full-benefits. Paid holidays, sick time, PTO