

Office Assistant, Part-time - Anchorage

Alaska's leading PR agency seeks part-time office assistant

Thompson & Co. PR is accepting job applications for a part-time office assistant to help with basic tasks including, but are not limited to:

- Professionally answer and direct incoming calls or take messages
- Run errands
- Monitor office supplies and restock when necessary
- Light housekeeping
- Filing
- Special projects as assigned

Skills:

- Must have good communication skills
- Must be organized and have the ability to multi-task
- Must have excellent attention to details
- Must have good written skills (communication/correspondence)
- Must be proficient with Mac
- Must have valid drivers license
- Minimum High School diploma required

Hours would be approximately 20 hours per week, preferably from 10 a.m. to 2 p.m., Monday through Friday. Starting pay is \$12.00 per hour.

Interested candidates should reply via email. Please make sure to put part time office assistant in email header. Please send cover letter and resume to Ariel Amand, ariel@thompsonpr.com. No phone calls please.