



Administrative Assistant / Receptionist

Fast-paced office looking for well organized, self-motivated person who is able to multitask in a hectic environment. 25-30 hours per week with possibility of full time during winter season. Flexible hours. No evenings or weekends.

Duties:

- Sales/Accounting support
- Customer service
- Answering a high volume of telephone calls
- Light office work

Requirements:

- Microsoft Office
- Strong comfort level with computer use
- Problem solving abilities
- Ability to work independently

Send resumes to sales@copecompany.com.