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I M P R E S S I O N S   W H Q

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## Seeking Administrative Assistant

### JOB DESCRIPTION

Are you looking for a part-time job that keeps you on your toes and engaged? Would you enjoy working in an office that includes two cute collies who love treats, toys, and affection? Then consider becoming our part-time administrative assistant!

We are looking to hire a smart, business-savvy, skilled administrative assistant to work directly with the business owner/Creative Director of a local marketing agency. Duties will vary and organization is the key. You'll take care of everything from general office tasks and day-to-day support, to things that pile up on her plate, so to speak. Your work could include tasks related to operations, to admin support on client projects...it's whatever needs to be done to keep the owner organized and efficient.

### THE IDEAL CANDIDATE:

To succeed in this role, you will need strong organizational and time management skills, resourcefulness, to be good with numbers and proficient with Microsoft Office Suite and basic office software programs such as email. A fun sense of humor is a plus as we love to laugh! An appreciation for fine coffee is not required, but excellent dark-roast coffee and espresso are staples in our office and always available should you need a little extra jet fuel for the day.

This position is part-time but could grow into a full-time position for the right candidate.

### COMPENSATION

This is a part-time job, with an estimated 10-20 hours per week for an hourly wage.

### TO APPLY:

Complete our online form at [2impress.net/careers](http://2impress.net/careers) or email your resume to [mallen@2impress.net](mailto:mallen@2impress.net).