

Employer hiring a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/\$15.00 per hour.

Company Name: Bay Homes Real Estate Inc
Company Address: 926 Jenks Ave, Panama City, FL 32401
Company Website: <http://bayhomespc.com>
Email Resume to: ryanrodgers@contractor.net
Job Title: Office Assistant
Telephone: (850) 784-4437

You will be working independently most days, so being “task-oriented” is a super important quality to have along with the ability to initiate the follow-through for task completion.

Duties include, but aren't limited to:

- Handling Accounts Payable/Receivables
- Purchasing products and coordinating product shipping and receiving
- Answering phones and receiving mail
- Ordering office supplies
 - Having an understanding of QuickBooks Pro is a plus, but is not necessary
 - Running errands is necessary within this role - including picking up samples, making small deliveries/returns
 - Highly Organized and Detail Oriented - The ability to organize your workflow and prioritize accordingly



COOPERATIVE EDUCATION

Kim Hoyt, Coordinator

Student Union East, Office 59

P (850) 872.3874 E khoyt@gulfcoast.edu

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