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Part-Time Jobs near Manassas Park, VA – Administrative Assistant

Hiring organization
Hope Gymnastics

Employment Type
Part-time

Job Location
20111, Manassas Park, VA, USA

Base Salary
$ 14 - $ 19

Date posted
October 7, 2022

Valid through
15.04.2023

Description

Hope Gymnastics Academy is looking for a Receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks. This is not a couple months or summer position and we are looking for the right person who would like to grow in time with the company.

The perfect position for a college student!

Pay: $14 – $19 per hour

Responsibilities

- Greet and welcome guests and direct visitors to the appropriate coach
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Apply now!

Associated topics: student jobs part time near ashburn va, jobs for students, administrative jobs, jobs for students in college near ashburn va, the highest paying jobs without a degree