

Position: Girl / Guy Friday

Location: cyberM-I-N-D., Kalamazoo, MI

Date Available: Immediately

Tax Term: Part Time

Compensation: TBD

Overview:

cyberMIND is a leading provider of Office Technology and Internet Technology solutions for small and medium sized businesses and residents nationwide. We are seeking a seasoned support technician responsible for installing, upgrading, and maintaining software and hardware at customer locations.

JOB SUMMARY:

Responsibilities will include creating presentations, correspondence, forwarding emails, travel arrangements, conference call arrangements, appointment arrangements, answering multi-line phones, transferring calls, bookkeeping, office management, greeting guests, and sorting mail and filing. Intermediate to Advanced levels of experience on Microsoft Outlook, Word and Excel are preferred. A strong attention to detail and the ability to multi task is a must. Ideal candidate will be an outgoing, proactive, independent worker. Professionalism in appearance and demeanor and an ability to work well in a team environment are a must.

This position can begin part time and grow into a full time position. Daily hours can be flexible. We are looking 20 hours a week at this time. We are looking for a person that works when they are on the clock and plays when they are off! We have a wide range of business activities so you will never be bored and there will always be work!!

PRIMARY DUTIES AND RESPONSIBILITIES:

- Answering multi-line phones, transferring calls
- Creating presentations
- Creating correspondence
- Scheduling Appointments
- General Office Administration
- Forwarding or replying to e-mails
- Making and managing travel arrangements
- Making conference call arrangements
- Greeting guests and managing office hospitality
- Scanning and Filing
- Attends all required technical, safety and team meetings
- Entering Invoices, Payments and Expenses
- Other tasks as the need to be completed

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- High School diploma or equivalent
- 6 months experience desired
- Experience with Peachtree accounting a plus
- Bookkeeping knowledge and experience another great plus.

Contact Information: Please apply online at <http://www.cybermind.biz/careers> or e-mail your resume to jobs@cybermind.biz with the subject of Girl / Guy Friday