**Motivated and Professional**

We need a motivated and professional individual to work part time for an office in Wilsonville. Duties will include working with off-site executives, managing calendars, coordinating correspondence, interacting with customers, and some filing. We are looking for someone who is a homerun hitter! You need to be able to handle any challenges that come your way. Excel and Word skills are highly desirable!

This is a fun place to work and you’re co-workers are fun and energetic people!

This is a part time position (around 20 hours a week) and the hours are flexible, so it is a great job if you have a busy class schedule!

Pay is $9.00/hr with potential to grow.