PART
TIME
Clerical Assistant

Duties
Copying & Filing library periodical updates

Be able to:
• Proofread for grammar and spelling
• Understand the fundamentals of basic business & professional relationships

Personal Characteristics
• Organized, disciplined and reliable
• Diligent and detail oriented
• Unquestioned integrity
• Ability to maintain confidentiality
• Able to work on own, to work in an office with only one other person and, often, to be alone in the office.
• Professional presentation in person and over phone

Critical!
Owner is allergic to tobacco, perfumes/fragrances/scents, cats and leather. Therefore, someone who lives with a smoker or who rides in a car with a smoker, or who has a cat or lives in an environment where there are cats, will be unacceptable. This position requires the ability to adapt to hypoallergenic toiletries and hair care products (cost covered by firm).

Contact: Please send letter of interest, current transcript and resume plus references (3) to: admin@jdcwilson.com
No Phone Calls!