

HELP WANTED

Administrative Assistant

Part-time position available. Work in a busy office in Kirkwood with a wide-open floor plan and lots of windows. We are seeking a personable and cheerful individual to join our team. We'll design hours to fit your schedule (with some limitations). Job requirements include answering phones, greeting customers, making appointments, managing files, and entering data into the computer. You'll deal with clients as well as a happy team of co-workers. Good pay; interesting work and flexibility are your primary job benefits. Must have a college degree or 2 years experience working in an office setting, proficiency in MS Word & Excel, and good communication skills.

Please send letter and resume via email to kirkwoodlegal@sbcglobal.net, or mail Compass Wealth Design, LLC, 10260 Manchester Rd., Kirkwood, MO 63122.