

P/T Office Asst for Sustainability Consulting Firm

We are a growing sustainability consulting company in Sonoma County, looking for a focused and detail-oriented person 3-4 hours per week to assist with the operational and financial aspects of the business.

Must have 3+ years of admin/clerical experience, and be MAC-savvy (Word, Excel, QuickBooks, OSX). Writing skills and PowerPoint are a plus. Job requires light bookkeeping duties.

Other duties include:

- invoicing
- bank reconciliation
- bill paying
- updating client files
- data-entry

Experience: Previous track record of success; demonstrated ability to learn and apply new ideas

Adaptable: Effectively copes with changes; adjusts to and works effectively with a variety of situations, individuals, vendors.

Integrity: Instills trust through consistent words and actions; keeps organizational information confidential; takes personal responsibility for actions and results.

Results Oriented: Conveys a sense of urgency when appropriate; persists in the face of obstacles.

Trainable: Works well in a training environment; takes direction and advisory constructively; applies lessons, and suggestions of management to positively impact performance.

Must bring your own laptop and be able to use it.

Office is in Sebastopol, 5 minutes from downtown. Working on-site is required.
Pay is \$15/hr to start.

Please send resume to: iconnmar@gmail.com to apply. No cover letter necessary.