

HOT JOBS

Secretary *Liberty Fine Furnishings* Liberty, NY

Overview: Liberty Fine Furnishings is seeking a full or part time Secretary /Prefer Bookkeeping experience.

Schedule 9-5 flexible -closed Saturdays

Salary: Starting at \$16 hourly.

Secretary Duties/ Desired Skills include:

- Communicating with customers through email and phone calls
- Assisting with invoices and purchase orders
- Strong computer skills

Experience with Quickbooks STRONGLY desired, willing to accept and train candidate limited bookkeeping. Must be self-motivated.

Also seeking full time skilled Furniture Upholsterer.

Apply: Send resume to MKfurnrepair@aol.com