

# HOT JOBS

## Multiple Positions \*Liberty Fine Furnishings\* Liberty, NY

### **Positions Available:**

#### Secretary/Bookkeeper

Liberty Fine Furnishings is seeking a part time Secretary /Prefer Bookkeeping experience

Note: This position has flexible hours and at this time does not directly deal with customers or a large number of coworkers.

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.

#### Handyman

Liberty Fine Furnishings is seeking a part-time Handyman

Duties/Desired Skills Include:

- Painting skills
- sheetrock installation and finish work
- Light upholstery and furniture touch ups

#### Furniture Upholsterer

Liberty Fine Furnishings is seeking Skilled Full Time Furniture Upholsterer.

**Apply:** Send resume to [MKfurnrepair@aol.com](mailto:MKfurnrepair@aol.com)