

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.

Apply: Send resume to MKfurnrepair@aol.com or call 516-924-1721