

- > Company name : ATC Group Services
- > Company address: 1290 Double Churches Rd H, Columbus, GA 31904, United States
- > Company website: <https://atcgroupservices.com>
- > Company Email:(andrewcross@consultant.com)
- > Telephone : +1 334-513-8937
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- > Job Description
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- > We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/\$400 weekly.
- > Duties include, but aren't limited to:
 - > -Handling Accounts Payable/Receivables
 - > -Purchasing products
 - > -Coordinating product shipping and
 - > -Answering phones
 - > -Receiving mail
 - > -Ordering office supplies
- > Having an understanding of QuickBooks Pro is a plus, but is not necessary
- > Running errands is necessary within this role - including picking up samples, making small deliveries/returns.
- > Interested applicant should reply with resume to (andrewcross@consultant.com)
- > You will be working pretty independently most days, so this is a super important quality to have
- Task-Oriented, with the ability to initiate the follow-through for task completion
- > Highly Organized and Detail Oriented - The ability to organize your workflow and prioritize accordingly.