

## **JOB OPENING – OFFICE ADMINISTRATOR**

Walker Lake is looking for an Office Administrator. **This is a paid position.** The candidate must have the ability to work independently, have a friendly, professional attitude and the ability to switch between tasks quickly. The candidate must also be able to follow directions from the board of directors.

Knowledge of Quickbooks, Microsoft Office, WIX and simple lists are a plus but will train a qualified candidate.

Hours are Wednesday and Saturday from 9am to 2pm and other flexible hours based on workload. Usually about 15 hours per week but in the busy season it could be up to 20 hours per week.

If you are interested send a copy of your resume to this email. Please contact the office if you have any questions.