



Abby Boo Job Duties & Responsibilities

Administrative Assistants - 3

414-242-1174

abbyboobooks@yahoo.com

P. O. Box 1052

Milwaukee, WI 53202

DUTIES AND RESPONSIBILITIES:

- Hours 9am -6pm / Sun-Sat 10-20 Hr per week / Rate \$14.00 per hour
- Follow Covid-19 Health and Safety Plan
- Abide by all Remote Work Site Policies
- Responsible for Administrative Office Duties and Technolgy
- Maintaining Confidential Information and Client Files

ESSENTIAL FUNCTIONS:

- Ability to communicate effectively both verbally and in writing
- Proficient Computer skills
- Close attention to detail
- Ability to work without little Oversight