

Work Study Job Description

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| Job Title | Admin Asst |
| Organization Name | Del Marine Services |
| Job Location | Bellevue |
| Address | Bellevue WA 98004 |
| Pay Rate | \$10 - \$15 |
| Employment Period | Summer, Academic Year |
| Hours Per Week | 19 hrs/wk |
| Contact Supervisor | Andrea Schreck |
| Phone Number | |
| Email Address | andrea@delmarineserivces.com |
| Website | |

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| Nature of Organization |
| Del Marine Services bids on government contracts all over the World. We are looking for PT help in our office in Bellevue, Washington |
| Duties and Responsibilities |
| Duties include: filing and organizing office files, creating invoices and PO's and occasionally helping with web based research. |
| Minimum Qualifications |
| At least one year previous experience in an office environment. Knowledge of Word, and Excel. Must be highly organized. |
| Educational Benefits |
| Learn the inside of operating an international business. |
| How to Apply |
| Contact Andrea Schreck via email. |