

## Work Study Job Description

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

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