

JOB ORDER: #8-0099

[x] PART-time [] FULL-time

IMPORTANT NOTICE: SUNY ORANGE Office of Career & Internship Services **DOES NOT** screen Jobs and/or Employers. Any arrangements that you (the student) make are solely the responsibility between you and the employer.

JOB TITLE	OFFICE ASSISTANT					
Opening Date	02/15/08					
Duration	Permanent[X] Temporary[] Continuous[]					
Firm name	Innovative Realty Development					
Mailing address	13 New Road, Newburgh, NY 12550					
Type of Company						
Telephone #						
Fax #	(914) 206-4587					
Contact	Abraham					
E-Mail	Abrahampl@gmail.com					
Job location (town/city)	Newburgh, NY					
Hours of work	flexible					
Education required	None specified					
Major required	None specified					
# of openings	1					
Salary	\$ 12.00/hour plus bonus possibilities					
HIRING REQUIREMENTS:						
Well spoken, articulate, and possess a can-do-attitude. Must have a driver's license, sense of urgency and pass an in-person interview.						
Drivers License [x] [] Yes No	Employment Test [] [] Yes No	Physical Exam [] [] Yes No	Needs Own Tools [] [] Yes No	References [x] [] Yes No	Computer Skills [] [] Yes No	Other:
JOB SUMMARY:						
Would be handling phone calls, schedule appointments, faxing, scanning, filing, and basic office administrative work.						
Resume required	YES [x] NO []					
Category	OFFICE TECH					
To apply	E-Mail [X] abrahampl@gmail.com					

