Hi! I am a wedding planner located near Princeton, NJ.
http://www.anitadybala.com/site/

I'm looking to hire a part time OFFICE AND EVENT ASSISTANT

OFFICE AND EVENT ASSISTANT
Job Description

PRIMARY RESPONSIBLITIES
Assist at office•
o Data entry: update spreadsheets
o Maintain and organize supplies and equipment
o Answer phones and email, take messages
o Assist with file organization/storage
o Assist with social media posts and photos when needed
o Maintain updated outreach lists, update addresses when needed
Assist in execution of contracted events:•
o Request quotes, research pricing and ideas
o Brainstorm new ideas for events
o Perform mailings,
o Run errands for event preparation when necessary (pick up/drop off)
o Attend meetings when necessary

REQUIREMENTS
Must speak excellent English
Excellent understanding of Microsoft Word,
Natural, friendly manner; excellent phone skills; ability to talk to anyone•
Must be very organized, and be able to organize others•
Flexible Hours•
Automobile•

INTERNSHIP PERIOD
the possibility of extension into permanent position. Some weekend and evening work will be required with the opportunity to assist at special events.

COMPENSATION
First 2 months $10 per hour, then $15 per hour;
Opportunity to attend networking events & industry conferences, as well as make meaningful connections in NJ/NY

Anita Dybala, Trenton
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www.spojnik.com