

Dept: **HOSPITALITY BUSINESS**

Building: K

Room: 14

Contact Person: Veronica Vigorito

Phone: 572-7344

Email: veronica.vigorito@ncc.edu

Job description:

To assist the administrative assistant with various office duties; which include answering the phone, distributing the mail, filing, photocopying, running errands, and general office duties.

Days & times needed:

Monday thru Thursday 9:00-5:00pm

Preferred skills:

General office skills and a pleasant and professional phone manner.

Number of positions available:

2