INTERNSHIP NOTICE #22

PART-TIME CLERICAL POSITION AVAILABLE

We are seeking a mature (Junior) student to fill an office clerk position in a small law firm located in the Financial District (World Trade Center area) of Lower Manhattan. This position is NOT a summer job, temporary job or internship. We expect the employment to be continued throughout the year.

We prefer minimum work time of 9 hours per week during school semesters. Work hours could be flexible during the period from 2 pm through 7 pm, Mondays through Fridays.

Job responsibilities will include computer scanning of documents for organization and storage, data entry, simple document preparation, and other light office duties. The job applicant must be computer literate with reasonable typing/keyboard speed and skills, and must be familiar with Windows XP environment, MS Word and Excel (2003 or later), etc. We will provide additional skills training on the job.

We run a very busy office and our documents are confidential. We are only interested in job applicants who are mature, motivated, conscientious, able to focus on details, able to follow instructions without constant supervision and repetition of instructions, and must be able to commit to work schedules.

Hourly wage starts from $7.25 and up, depending on skills and experience, and will be adjusted based on subsequent work performance.
If you are interested send your resume and a cover letter to bths.internship@gmail.com
In the subject line put: First Name Last Name – Stella Liu, Esq. Law Firm.

Only serious candidates who can meet the above-stated criteria should apply…

If you have any questions feel free to see me in Room 1W9 or contact me via email. Mr. Honor

DEADLINE: FEBRUARY 15, 2012

Important Note: If you are selected for the internship, please inform Mr. Honor immediately via email at: bths.internship@gmail.com