



Business Administrator

Character Priorities;

- Self-motivation
- Strong Communication Skills
- Positive Thinking
- Ability to manage multiple priorities and projects
- Organization Skills
- Ability to make decisions and direct business

Responsibilities;

- Manage POS
- Respond to email inquiries
- Notary Needed

Compensation;

- \$22.00 per hour.; Summer hrs.: full-time, Winter hrs.: part time
- Spring 2021, Summer 2021, Fall 2021, Winter 2021/2022