



Administrative Assistant – Part Time

Make a difference! Would you like to help a small technology services company grow into the premier small business IT service provider in the Milwaukee area? TechQuility's recent growth has created the need to add a part-time administrative assistant to help facilitate our day-to-day functions.

We need just the right person to help us grow. If you have strong organizational skills and can help us find ways to become more efficient and improve our business processes, you might be the person we are looking for.

The key responsibilities of the position include:

- Bookkeeping (invoicing, accounts payable, etc.)
- Assist with marketing initiatives
- Product ordering
- Office administration
- Continuously look for ways to improve business performance and enhance the customer experience

The skills required for this position include:

- Working knowledge of QuickBooks
- Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Computer savvy
- Excellent communication skills, both verbal and written
- Strong organizational skills

This position is part-time (about 10 hours/week) and will work out of our Mequon office. \$12-15/hour.

If you are excited about this opportunity and would like to be considered, please send a letter of introduction, your resume and salary requirements to careers@techquility.com. Thank you.