

July 1, 2015

ADMINISTRATIVE ASSISTANT – PART TIME

Part Time Administrative Assistant to support daily operations, HR functions, and serve as receptionist for established adult day care center located in Virginia Beach. Good communication, computer and organizational skills required. Assist with a variety of office functions, payroll, marketing and fund raising activities of the Center. Must enjoy working with an older population. Send cover letter and resume to: mecoxday@aol.com.