

“Part-time Administrative Assistant position available at downtown organization. Twenty hours per week, M-F 9:00am to 1:00pm. Candidate shall have at least a high school diploma with excellent written and oral communication skills, knowledge of and experience with Microsoft Office programs and ability to work with and meet deadlines with only general supervision. Organizational skills, accuracy and attention to detail is a must. Experience with Credit Card processing desired. Familiarity with downtown St. Louis a plus. Paid parking.

Please send resume and wage history to PDSL, 720 Olive Street, Suite 450, St. Louis, MO 63101, Attn: Human Resources. No phone calls please.”