

### **Customer service:**

- responding to phone calls and emails (friendly & professional)
- collecting registration for Art House classes
- being "the face" of the Art House ~ the admin desk is the first thing people see when they enter the building!

### **Bookkeeping:**

- organising "the books"!
- basic bookkeeping: spreadsheet preparation for submission to accountant

### **Organisational:**

- initially: help move & set up the filing system for the new office space
- maintain files and organizational system

Other:

As skills dictate –

- flyer / poster design
  - event planning / organization
- and more! As interests dictate : )

My style is not to micro-manage. I am looking for someone who can take ownership of a project, and see it through to completion. Updates are required, of course, but I trust that you will see the project through...

- initiative
- efficiency
- enthusiasm
- positive attitude
- energy
- passion!