



NEBRASKA LIFE PUBLISHING, INC.

PO Box 819
Norfolk, Nebraska 68702-0819
402-371-5433 Phone • 402-371-5448 Fax
800-777-6159 • www.NebraskaLife.com

JOB DESCRIPTION: **Part-time** administrative assistant at *Nebraska Life Magazine*.
Assists Associate Publisher with multi-departmental tasks as needed.

HIRING: February 2012

Submit cover letter, resume & references to:
Angela Amundson
aamundson@nebraskalife.com

DUTIES AND RESPONSIBILITIES:

- 1) Answers phones and assists walk-in traffic
- 2) Enters orders, address changes, new contacts, etc in computer databases
- 3) Performs mailing of invoices, statements and gift cards, products, and letters.
- 4) Runs errands as needed
- 5) Does basic office maintenance, ie. watering plants and garbage, doing dishes, etc.
- 6) Performs computer research as directed
- 7) Makes calls for collections, advertisements, appointments, research, etc.
- 8) Other duties as requested by Associate Publisher

SKILLS:

Highly proficient in organization and office skills. An excellent communicator in standard business writing, including emails and formal letters. Extensive knowledge of the following computer programs: Microsoft Excel, Outlook and Word. Must demonstrate a high comfort level in acquiring new computer skills.

HOURS

Part-time, Monday-Friday, 12 p.m. -5 p.m.

WAGES

Based on skills and experience.