

<b>Job Title:</b> Administrative Assistant	<b>Country:</b> United States of America
<b>Job Location Address:</b> 11 Pleasant St., suite 120	<b>Zip:</b> 01609
<b>City:</b> Worcester	<b>State:</b> MA

**Employer:** Law Offices of Rickie T. Weiner, P.C.  
**Address:** 11 Pleasant St., suite 120 **Country:** United States of America  
**City:** Worcester **State:** MA **Zip:** 01609  
**Web Address:** <https://www.rtwlaw.net/>  
**Minimum Pay:** \$17.00 /Hour **Maximum Pay:** \$20.00 /Hour

**Job Details:**

**SUMMARY:**

The Law Offices of Rickie T. Weiner, P.C. is looking for a qualified ADMINISTRATIVE ASSISTANT. Part-time position (25 hrs) with flexible schedule.

**DUTIES:**

- ~ Complete legal forms
- ~ Answer the phone and greet clients
- ~ Respond to clients and provide information to clients
- ~ Provide administrative support including copying, scanning and faxing
- ~ Other duties as assigned

**REQUIREMENTS:**

- ~ High School Diploma
  - ~ Knowledge of relevant computer programs including MS Office
  - ~ Must be Bilingual/Spanish
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