

Job Opening Form



COMPANY NAME	Veritas Publishing		
ADDRESS	PO Box 3516	CITY	Sedona
JOB TITLE	Office Assistant (part-time)		
SALARY	Depends on Experience		
OPENING DATE	11-09-2021	CLOSING DATE	2-07-2022
JOB DESCRIPTION			
<p>Mon to Thurs, 9 a.m. to 3 p.m.</p> <p>Assist the President of this small, independent publishing company by doing a variety of office tasks, such as: email correspondences, duplication of media products, shipping of product orders, organization of materials, helping with virtual events, Word and Excel documents, curating digital products on the internet. Tasks may vary. The work is done on site, in our Sedona office. The position may expand if the trial period goes well, and as the Company needs. Start date: as soon as possible.</p>			
MINIMUM QUALIFICATIONS			
<p>The person needs to be well-organized but also flexible; diligent, dependable, and a team player who will enjoy a dynamic office environment. All employees sign a confidential policy. Skills needed: solid expertise in Word and Excel; good writing skills; good customer service skills. Preference given to applicants who are savvy on computer and internet.</p>			
HOW TO APPLY			
EMAIL:	Call 909-844-6355 or email projects@veritaspub.com for the initial inquiry, and then, for selected applicants, an interview / videoconference will be scheduled with the company president.		
TELEPHONE:	Call 909-844-6355 or email projects@veritaspub.com for the initial inquiry, and then, for selected applicants, an interview / videoconference will be scheduled with the company president.		
IN-PERSON:			