

**Administrative Assistant-Work from Home**  
**Part Time as Needed: Days, Evenings and/or Weekends**  
Expect to become full time

**Qualifications:**

- Excellent organizational skills, self-motivated, and a positive attitude.
- Strong communications skills: verbal and written.
- Ability to use Microsoft Excel, Word, Publisher, and Outlook.
- Ability to work effectively and efficiently without supervision.
- Ability to manage multiple tasks and multiple priorities as well as meet deadlines.
- Positive attitude and pleasant in all communications.
- Attention to detail, good follow-through skills.
- Flexibility and adaptability; able to shift as necessary to different priorities

**Respond to this Ad:**

- 1) Resume or Bio
- 2) Provide Professional Reference(s) doing similar type of work
- 3) State your available hours to work
- 4) Phone number and email address of where you can be contacted

**Email:**

[jobs@bhctraininginstitute.com](mailto:jobs@bhctraininginstitute.com)

**Web site:**

[www.bhctraininginstitute.com](http://www.bhctraininginstitute.com)

**No phone calls please**