



Part-Time Administrative Assistant

Job Summary:

PT Marketer Group is seeking a detail-oriented and proactive Part-Time Administrative Assistant to join our team. The ideal candidate will provide essential administrative support to ensure smooth operations within the company, including scheduling social media posts. This role requires excellent organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.

Responsibilities:

- Provide administrative support to the team, including managing calendars, scheduling appointments, and coordinating meetings.
- Assist with scheduling and posting content on various social media platforms, ensuring timely and consistent updates.
- Maintain and organize physical and digital filing systems, ensuring all documents are properly stored and easily accessible.
- Assist in preparing and editing documents, reports, and presentations as needed.
- Assist with basic accounting tasks, such as invoicing, expense tracking, and processing payments.
- Coordinate travel arrangements and accommodations for team members as required.
- Assist with special projects and other tasks as assigned by management.

Requirements:

- High school diploma or equivalent; additional education or certification in office administration is a plus.
- Proven experience as an administrative assistant or in a similar role.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other relevant software applications.



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- Experience with social media management tools (e.g., Hootsuite, Buffer) and familiarity with major social media platforms (e.g., Facebook, Twitter, LinkedIn, Instagram).
- Excellent organizational skills with the ability to prioritize tasks and manage time effectively.
- Strong communication skills, both written and verbal.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Detail-oriented with a high level of accuracy in work.
- Ability to work independently and as part of a team.
- Flexible schedule with availability to work part-time hours as needed.

This is a part-time position offering flexible hours, ideal for individuals seeking to supplement their income or maintain a work-life balance. PT Marketer Group is committed to providing a supportive and collaborative work environment where employees can thrive and grow. If you meet the qualifications and are interested in joining our team, please submit your resume and cover letter for consideration.

Independent Contractor Status:

This Part-Time Administrative Assistant position with PT Marketer Group operates under a 1099 status. As an independent contractor, the selected candidate will be responsible for managing their own taxes, including self-employment taxes, and will not receive benefits typically associated with full-time employment, such as health insurance or retirement contributions.

The independent contractor will have the flexibility to set their own work schedule and determine their method of completing assigned tasks. They will be responsible for providing their own workspace, equipment, and tools necessary to perform the job duties outlined in the job description.

PT Marketer Group will provide payment for services rendered on a contractual basis, typically in accordance with an agreed-upon hourly rate or project-based fee.



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Additionally, the independent contractor will not be eligible for unemployment benefits or workers' compensation through PT Marketer Group.

This arrangement offers individuals the opportunity to work on a part-time basis while maintaining autonomy over their work and schedule. If you are comfortable with the responsibilities and obligations associated with independent contractor status and meet the qualifications outlined in the job description, we encourage you to apply for this position.