

Innovative Home Designs Company, located in Jersey City, is currently looking to hire a Part-Time Office Administrator/Assistant with the option of becoming a Full-Time position.

Please E-Mail Resumes to: [innovativehomed@gmail.com](mailto:innovativehomed@gmail.com)

Job Description:

Innovative Home Designs Company is a new interior design/ general contracting business. Looking to hire for part time help with the option of full time office administrator. I need someone that can set up an office and manage it. Creating documents such as invoicing and proposals, to answering the phones and scheduling meetings. I need someone who is proficient in Microsoft Office programs. Beginning pay is \$20/hr.

Applicants can email resume to: [innovativehomed@gmail.com](mailto:innovativehomed@gmail.com)