

Administrative / Research Assistant – Part-time (20 hours)

Come grow with us! Small professional market research company in Rockville, MD has an immediate need for a part-time Administrative Assistant to support our team. This position will be responsible for bookkeeping assistance as well as various administrative/clerical support functions.

Job Responsibilities

Job responsibilities include:

- Approximately 3-6 hours per week of the job will be bookkeeping assistance: QuickBooks entry and report generation, producing checks and invoices, filing and clerical duties
- General market research project and fieldwork management
- Questionnaire development (Word) and report development (PowerPoint)
- General marketing assistance

Requirements

Basic understanding of Accounts Receivable/Accounts Payable systems, experience with accounting software like Peachtree, Quickbooks, or CBS, is desired.

The ideal candidate will have at least 3 years administrative experience in a professional environment and be proficient with Microsoft Word, Excel, PowerPoint, and Outlook. The ideal candidate will have previous experience with computer troubleshooting and networking. General knowledge of marketing research is a plus.

We offer competitive compensation and flexible hours with no nights or weekends. Resumes must be accompanied by a cover letter with salary requirements in order to be considered.

Respond to:

e-mail resume to: EPfiler@CentracDC.com ****Strongly Preferred****

Fax resume to: 301-840-3859

Mail resume to: Elias Pfiler
Centrac DC, LLC
1355 Piccard Drive, Suite 230
Rockville, MD 20850

Please note - when you name files for e-mail submissions, the filename must include: your name, the date, and the submission type (either "resume" or "cover letter"). Files not named in this fashion will not be opened.

Visit our web site at <http://www.centracDC.com>