



OPENINGS FOR AN OFFICE ADMINISTRATOR

We have an immediate opening for an office administrator to fill the Tuesday 4-8:30 pm slot.

We are located in the Fox Valley Mall area, on the border between Naperville and Aurora, about 200 yards from the intersection of Route 59 and Ogden.

Job Description and Eligibility

1. Our administrators are independent contractors which gives them maximum tax deductions
2. We gladly hire administrators without previous experience and train them, as long as they are able to fulfil the job requirements listed below

Job Requirements

The person hired for this job would have to be:

- Punctual
- Professional
- Respectful
- To know word, excel, and power point
- Have easy communication skills, on the phone and in person
- Looking for an office experience in a small business

If interested, please submit your resume to the following e-mail address:

napervillemusicacademy@yahoo.com

You are also welcome to call us at 630-585-6000.