



9545 Pleasant Ridge Rd, Arlington, TN 38002

901-270-7339

gina.davis@customgrowthgroup.com

Administrative Assistant Position, part-time

Must be comfortable with technology, online researching and social media platforms - Facebook, LinkedIn & Twitter or easily grasp new skills.

Dictation - basic writing & grammar skills; Intermediate or advanced skills preferred but not required.

One day a weekday work, minimum 4 hours of work, up to 6 hours -- on premises equipment & tools provided.

Plus approx 4+ hours of remote work. Will need access to the internet via desktop/laptop.

Transportation required; starting pay \$8.50 p/hr.

Great position for a homeschool student 16+; stay-at-home Mom; anyone welcome to apply.

Inquires gina.davis@customgrowthgroup.com; 901-270-7339