

Company name: Ziegler Heating Company  
Address: 5223 N Ridge Rd W, Ashtabula, OH 44004, United States  
Website: [www:zieglerheating.com](http://www.zieglerheating.com)  
Email:([lindaknox@contractor.net](mailto:lindaknox@contractor.net))  
Telephone : (510) 671-6485

We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/\$400 weekly.

Duties include, but aren't limited to

- Handling Accounts Payable/Receivables
- Purchasing products
- Coordinating product shipping
- Answering phones
- Receiving mail
- Ordering office supplies
- Experience with QuickBooks Pro is a plus, but is not necessary
- Running errands is necessary within this role - including picking up samples, making small deliveries/returns.

Candidates should be:

- Able to work independently
- Task oriented, with the ability to follow through and complete tasks
- Highly organized
- Detail oriented

Interested applicant should reply with resume to ([lindaknox@contractor.net](mailto:lindaknox@contractor.net))