

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 07/15/2025



90503
Torrance, CA, 90503

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$17.00 to \$20.00 hourly
Employment status: Contract / Temporary

Description

We are currently hiring for the position of Part-Time Administrative Assistant. This role entails working three days a week, with six-hour shifts each day, and it is fully on-site. Proficiency in Outlook and Google Drive is required as you'll be assisting the marketing department with various office and administrative duties, including managing client correspondence. The ideal candidate will possess strong organizational skills, attention to detail, and the ability to multitask effectively. Previous experience in an administrative role is preferred.

Requirements

Administrative Assistance, Administrative Assistance

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