

PART TIME

15 hrs week – 5 hours, 3 days a week - Hallowell

Responsible administrative position of a confidential nature. Work involves providing administrative, organizational, and clerical support to Executive Director. Minimum 2 years of experience as administrative assistant and Associate's Degree. Equivalent combinations of education and experience may be considered. Familiarity with Excel, Word and /or Word Perfect, QuickBooks. Self-starting and responsible. Salary commensurate with experience. Please send cover letter and resume to:

hallowell@mainelawyersreview.com

Deadline February 15, 2017