

Secretary/Administrative Assistant (Pittsburgh, PA) - 3 F/T Positions. Perform routine administrative functions such as drafting correspondence, scheduling appointments, organizing & maintaining paper & electronic files, or providing info to callers. Excludes legal, medical, & executive secretaries****Multiple Open Permanent Positions**** \$47,382.00/yr. No edu reqd. Must have 24 months of exp as Secretary or Administrative Assistant or Customer Service Representative or similar. Must be able to lift & carry 10 pounds. Some overtime & weekends are reqd. The Employer will provide free computer & office eqpmt. Email resume to: Epic Aesthetics LLC, Attn: Adrienne Ashtari, Owner, Registered Nurse at: epicaesthetics1@gmail.com