

This is the [Overlea Fullerton Business & Professional Association](#) website; we are not a job placement or unemployment service. We just care about people and try to help where we can. We will post your job information for **free**. You do not have to be a member. We do have the right to reject any job information for any reason.

**Please Read the Rules:**

1. Jobs are posted by title.
2. Check back from time to time to see if your job listing is still active.
3. We will post jobs for 90 days.
4. If the job is no longer available, please notify us so we can remove it.
5. If the job listing is removed from our website or information about the job has changed, you can re-submit job information form again.

<b>Job Information</b>
<b>Date Posted:</b> March 24, 2011
<b>Job Title:</b> Administrative Assistant
<b>Company:</b> Just Audio LLC <b>Address:</b> 7907 Harford Road <b>City:</b> Baltimore <b>State:</b> Maryland <b>Zip Code:</b> 21234 <b>Phone:</b> 410-882-4360 <b>email:</b> monica@just-audio.com <b>website:</b> www.just-audio.com
<b>Job Type:</b> (P/T, Full Time) Part time-contracted position 2 days may turn into 3
<b>Salary:</b> \$ 8.00 per hour to start
<b>Description:</b> Answering phones - 4 lines, taking electronic units in and processing payment, filing warranty claims on line, occasional shipping filing, etc.
<b>Requirements:</b> Must have experience in a busy office. I Excellent phone and people skills a must! Experience using the following: email, internet and Microsoft Word required. Looking to fill this position long term.

Use as much space as needed for description and requirements.