

Position: Admin. / Product development

Pay, Hours: \$15 to start, 20-30 hours/ week 10-4pm T-F Hours. We may be flexible on the schedule.
Send Resume to Will@ewasteSF.com

Company

We are a fast growing sustainable services company that specializes in recycling electronics and office equipment. We are seeking a paid intern/ employee who is ambitious and passionate about the environment. Our goal is to become the first pure sustainable services company in the Fortune 500 within 5 years. Learn more about what we do at ewastesf.com

Position Summary :

We are starting at the ground level and opportunities will arise for you as we draw from internal staff first. Each member of our team is important to the growth of this firm.
This role is focused on admin support and project management

Responsibilities include:

- Scheduling, database maintenance,
- Document / spreadsheet creation.
- Marketing projects using all types of media.
- Interacting with business professionals
- Answering phones, light office duties

Required

- Proficient with Apple OS, Office applications, Word, Excel, Database Management
- Ability to effectively navigate the internet, desktop and multitask with various online messaging and traditional phone call inquiries
- Ability to listen and communicate effectively in English.
Team player, Reliable and Honest - School or work references that reflect those qualities
- 2 years college minimum