

**JOB:** S1955

**JOB TITLE:** OFFICE ASSISTANT/RECEPTIONIST/SECRETARY  
Assist with basic office duties such as filing, faxing, answering calls, data entry, etc.

**COMPANY TYPE:** Independent community pharmacy

**QUALIFICATIONS:** Advanced level of English; punctual; reliable; and detail oriented. A phone interview is required.

**MINIMUM ENGLISH:** Advanced

**WAGE:** \$10 per hour

**AVERAGE HOURS:** 40

**OVERTIME:** No

**FREQUENCY OF PAY:** Bi-weekly

**WORK SCHEDULES:** 10:00 a.m. to 6:00 p.m.

**TRAINING:**

**APPEARANCE POLICY:** Casual and elegant

**SICK/VACATION DAYS:** None paid

**MEAL CONDITIONS:** None provided

#### **LOCALE INFORMATION**

**LOCATION:** Miami, Florida

**TYPE OF AREA:** Large city on the coast, famous for its beaches

**WEBSITES:** <http://www.miamiandbeaches.com/visitors/>

**SECOND JOBS:** Available

**INTERNET AVAILABILITY:** At the company

**PUBLIC TRANSPORT:** Miami Transit

**TRAVEL TO WORK:** Walk or public transport

#### **HOUSING INFORMATION**

**DOES EMPLOYER ARRANGE/ASSIST?** Yes. Employer will assist with locating housing. It will likely be shared, though not guaranteed.

**HOUSING COSTS:** \$300-400 (estimated, based on sharing)

**HOUSING DEPOSIT:** Varies (likely one month's rent)

#### **ARRIVAL INFORMATION**

**AIRPORT:** Miami or Ft. Lauderdale, Florida

**EMPLOYER PICK-UP:** Yes. Employer will pick up at the airport with advance notice.