

**Title:** Administrative Assistant

**Company:** Shadyside Worms, Pittsburgh PA

**Company Background:**

Shadyside Worms is a small and growing business that provides:

- Compost exchange service for residential compost exchange programs as well as pilot programs for small businesses and local government customers in the Pittsburgh area
- Consulting expertise in areas of waste management for educational institutions and government agencies
- Compost and organic fertilizer production

**Job Description:**

As a result of a growing customer base, Shadyside Worms is seeking a qualified Independent Contractor to provide part-time support to current needs, including:

- Customer correspondence (e-mail and telephone)
- Account management
- Program development and implementation
- Weekly scheduling and project management

Shadyside Worms requires the contractor to work part-time from home or other offsite locations. Contractor must have a working laptop and the ability to work in a mobile environment. *A part time employment position will be considered for contractor after 3-month period pending the results of a scheduled performance review at the end of the 3 months, at which point the opportunity for increased hours/wage will be taken into consideration by Shadyside Worms.*

Hours: 10-15 per week

Wage: \$13/hour

**Required Skills and Experience:**

- Customer service skills in a related small business management setting
- Business writing skills (e.g., preparation of form letters, contracts, and responses to customers)
- Time management skills in an independent work environment
- Microsoft Office Suite™ (specifically: Word™ Excel™ PowerPoint™ Publisher™)

The contractor must be customer and goal oriented and able to proceed independently with minimal feedback once the basic tasks and scope are identified. Contractor will be responsible for providing his/her vehicle for transportation to/from work sites, as needed.

**References:**

Applicants should provide a summary of applicable skills and experience, including:

- Education and training
- Customer service experience
- Previous jobs, contracts, or employment
- At least two appropriate references

**Contact:** Travis Leivo, Owner, Shadyside Worms [shadysideworms@gmail.com](mailto:shadysideworms@gmail.com)