

## Office Assistant

Renascencia Hall, LLC, a global education organization working with partner schools to develop and improve international student programs, is seeking a part-time **Office Assistant** to join our home office team in Newark, DE.

### Responsibilities:

- Serves as a telephone, email and website contact for individuals inquiring about the company.
- Manages routine correspondence and reporting, and monitors responses
- Produces and mails correspondence
- Files documents as needed
- Assists with processing of paperwork and background checks
- Conducts research as requested
- Maintains supply inventory
- Conducts office maintenance and janitorial duties
- Handles special mailings

### Requirements:

- Bachelor's Degree or equivalent experience
- Self-motivated and results driven
- Proficient in MS Office
- Valid driver license, reliable vehicle and auto insurance

Hourly rate based on experience. Please send cover letter (required) and resume to [info@renashall.com](mailto:info@renashall.com). Background check and references will be requested after successful initial interview.