



J O B
P O S T I N G

DATE: May 22, 2008

TITLE: Office Manager / Administrative Assistant

DESCRIPTION: This job involves many responsibilities; Seeking a professional who is computer proficient and extremely organized; Serves as administrative assistant to CEO & CFO for non-profit public access channel; Executive support includes but is not limited to filing, organizing and appt scheduling; Serves as receptionist & office manager; Assists in day-to-day-operations; Assist with A/P & A/R; Coordinates IT maintenance; Must operate all office equipment; Order supplies; Distributes mail, faxes; Prepare and coordinate quarterly newsletter; Serves as vendor liaison; Interact with Board of Directors; Must be able to work evenings at least 6 to 8 times a year for Board meetings and special events as needed; Persons without required experience need not apply.

QUALIFICATIONS: Strong interpersonal skills; Excellent telephone, communication, writing, data entry, database management, organization, time management and proofreading/editing skills; Ability to multi-task, problem-solve and oversee needs of office environment; Must be extremely organized; Strong attention to detail; Exp. with A/P & A/R; IT maintenance exp.; Experience with multi-line phone system & digital copiers; Proficiency in MS Outlook, Word, Excel, Publisher and PowerPoint; Experience with internet research; Non-profit exp a plus; College degree; One or more years office management / admin experience.

SALARY: \$20K-\$24K plus vacation / benefit package.

DEADLINE: ASAP

If you meet these qualifications, send a cover letter and resume to:

People TV Inc.
ATTN: Human Resources
190 14th Street, NW
Atlanta, GA 30318-7802
or fax to 404-874-3239
hr@peopletv.org

Only applicants that meet these qualifications will be considered. Only applicants that we have an interest in will be contacted.

NO PHONE CALLS PLEASE

Consistent with our equal employment program, we ask your cooperation and assistance in our efforts to recruit, hire and promote qualified women and minorities. In this regard, if you know of individuals who might be interested in and qualified for this position, we encourage you to refer them to us.

People TV is an Equal Opportunity Employer