

SMP Holdings is hiring an Administrative Assistant for a flexible part-time position ideal for students. You'll support day-to-day tasks like:

Online research and gathering information

Email and inbox management

Data entry and spreadsheet work

Occasional phone calls

Local errands/shopping

What We're Looking For:

Strong written and verbal communication

Comfortable speaking on the phone

Organized, reliable, and detail-oriented

Familiar with Google Sheets or Microsoft Excel

Start Date: Immediate

Pay: \$22–\$30/hour, based on experience

Hours: 10–24 hours/week, with flexible scheduling

Contact/Apply-To Information: Please email **melanie@smp-holdings.com** with the subject "Administrative Assistant C2025A" and include:

Your full name

Your latest resume

Your favorite artwork

A short example of why you'd be a good fit for the job

We encourage applicants from all fields of study and backgrounds to apply!