



Money Concepts is a financial planning business requiring the services of a permanent, part-time administrative assistant.

- Bilingual, strong communication skills
- Word, Excel, general computer skills
- Financial background would be an asset
- 3 days/week, 9:00 am – 4:30 pm
- Salary according to experience

Please submit your resume by August 2, 2011 to:
Cynthia Wever: cynthia@moneyconceptsrv.com
116 Main St East
PO Box 459
Vankleek Hill, On
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