

NGTC JOB BOARD

BUSINESS NAME: VIP Alpine Tours

JOB TITLE: Office Assistant

JOB LOCATION: Cleveland, GA

DATE POSTED: 18 March 2010

JOB DESCRIPTION: General customer service; excellent telephone skills; computer skills; must have great personality on phones and be able to multi-task well to work in fast-paced travel agency.

QUALIFICATIONS/REQUIREMENTS: Great computer experience to help with general office work as well as assisting with marketing business through interned via social media to help with expansion; come sales experience a plus; will look into training for general travel agency sales down the road.

SALARY: \$8.50 / hour

HOURS: part time – 24-34 hours per week

HOW TO APPLY: FAX OR EMAIL RESUME:

Christina Ernst

706-348-7792

info@vipalpinetours.com

To learn what other positions are listed with North Georgia Technical College, students may find links to other job openings at: <http://www.northgatech.edu/svcs/employment.cfm>

For other job search or resume assistance, contact Mr. Gregg or Ms. Addis of Career Development Services: E-mail: cdc@northgatech.edu

Or Call: Daniel Gregg, Director, 706-754-7728 from 8:30 am-5:30 pm, Monday thru Thursday

Lee Addis, Assistant, 706-754-7825 from 8:30 am-3:45 pm, Monday thru Thursday