Ivy International Education Consulting, LLC

Ivy International Education Consulting, LLC is searching for a student who likes to travel and knows how to arrange trip to fill the temporary, part-time job of Event Coordinator Assistant. This person would check information from the internet and make appropriate phone calls. Good character, outgoing, good communication skill are required requirements for this position. The desired candidate should also have good computer skill.

Work time: Wednesday, January 16; Thursday, January 17; and Friday, January 18. Also, there will be available days in March
Day time: (please give me your available time)
Work place: Boomtown Bistro
Pay: $12 per hour

For more information and to Apply, Contact Lihua Clark
Cell: 479 8411530
Email address: lihua@ivyintedu.com