



NEW YORK STATE SENATOR

Phil Boyle

Administrative Assistant (Bilingual- English/Spanish)

PHIL BOYLE July 30, 2014

Cabanillas & Associates, P.C. - Brentwood, NY

Busy law firm looking for a full time Administrative Assistant for our Long Island location with the ability to multi-task and work under pressure. This is a demanding fast paced environment that receives countless calls throughout the day; and requires the candidate to be highly organized. Looking for a friendly individual with a pleasant demeanor, and excellent phone and computer skills. Other job responsibilities include, but are not limited to, maintaining reception area, assisting attorneys with calendaring events, translating for clients, etc. MUST BE BILINGUAL (Spanish/English)! Evening and weekend availability is required.

Apply online at:

<http://www.indeed.com/cmp/Cabanillas-&-Associates,-P.C./jobs/Administrative-Assistant-e6477ec5a4a82fdc>