

Brian Eisenberg

From: Brian Eisenberg
Sent: Friday, September 9, 2022 2:31 PM
To: 'brian@monyassociates.com'
Subject: administrative assistant

My name is Brian Eisenberg. I was referred to you through Dr. Klein. I am seeking an Administrative Assistant on a part time basis (approx. 10-15 hrs./wk.) beginning early-mid October 2022. I will pay approx. \$18-\$22 hr. and will request that this individual work from my home. Currently, my office is in Baltimore City (Charles Village) but I will relocate the office to my home in Pikesville (next to Beth El). By way of background I owned an insurance agency for +40 years (strictly medical malpractice insurance for physicians) that I sold 3 years ago. My secretary of +30 years will retire in mid-October. I made earlier plans for the transition of the business which is still a work in progress, so I am less busy and plan to remain less busy. I am, however, concerned that something will fall through the cracks as I do also have a home in Miami Beach where I plan to spend a good deal of the winter. The Administrative Assistant does not need to be licensed. Basically I am seeking an individual who will:

Answer and return phone calls;
Assist with workflows;
Maintain records

Skillset And Background

- Bachelor's degree preferred
- prior experience in supporting an executive or team preferred
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, Excel, Access Database)
- Exceptional writing, editing, and proofreading skills preferred
- Excellent organization skills

Brian Eisenberg
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