

**Mustang Chamber of Commerce
Office Assistant**

We have an exciting opportunity for an outgoing and friendly individual who enjoys working with the public as an Office Assistant for the Chamber. Responsibilities will include assisting visitors/callers, bookkeeping (invoicing, maintaining spreadsheet reports), coordinating events and promotions sponsored by the Chamber and other clerical duties as assigned by the Director. Previous office experience and computer knowledge required. Accounting experience preferred. Hours: Monday through Friday, 9am to 4pm. Salary: \$8-9 per hour.

Please send your resume to:

Mustang Chamber of Commerce
P.O. Box 213
Mustang, OK 73064
Or
Mustangc@icon.net

Deadline to apply is:
March 12, 2008