

Part-Time Administrative Assistant. Must be proficient in Microsoft Word, Excel, and PowerPoint. Excellent time management, follow-up, and communication skills. Typing speed 60 wpm minimum. Discretion, integrity, trust, maturity and sound judgment are required. Attention to detail, highly organized. Wide range of responsibilities including but not limited to event set-up, supervision. Must demonstrate schedule flexibility and have the ability to work in a fast-paced environment. Serious Inquiries only should email resume with cover letter and salary requirements to [tg@maggioaks.com](mailto:tg@maggioaks.com)

Local Guest Inn is seeking an experienced Housekeeper. Requires individual with a strong work ethic, outgoing, has excellent communication and computer skills, pleasant, professional, detail oriented, can deal with all aspects of guest relations, and can prepare multi-cultural cuisine. Experience in hospitality, customer service, and food preparation is preferred. Multi-lingual a plus! Attractive compensation package. Serious inquiries only should email resume with cover letter and salary requirements to [tg@maggioaks.com](mailto:tg@maggioaks.com)

Event Planners and Support Staff Needed: Have you ever wanted to use your creative genius to pull together a memorable experience for exclusive clients? Interested in helping to organize and set-up special events: formal dinners, teas, and fundraising events? You may be the excellent one that we want to add to our team! Some experience required. Email resume + cover letter to [tg@maggioaks.com](mailto:tg@maggioaks.com)

### **This Could Change Your Whole Life!**

5 Star Guest Inn Seeks

- P/T Administrative Assistant
- Experienced, Energetic, fast-paced environment
- Great opportunity with an exclusive growing company

Email Resume + Cover Letter to [tg@maggioaks.com](mailto:tg@maggioaks.com)  
[www.maggioaks.com](http://www.maggioaks.com)

### **Are you THE one?!**

Energetic Housekeeper Needed For Luxury Guest Inn

- Great Environment
- Must Be Experienced & Provide excellent service
- Unique Opportunity
- Superb Benefits Package

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[www.maggioaks.com](http://www.maggioaks.com)