



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>