Company:
Bottle Inn Restaurant
#26 22nd Street
Hermosa Beach, Ca. 90254
310-376-9595
info@thebottleinn.com

Job Description:
Position: Secretarial with understanding of accounting
Business: Restaurant
Programs: QuickBooks or Quicken, Word, Excel, Publisher, Office
Time: 9am to 3pm
Training: With current secretary, nights from 7:30pm to 9:30pm
Pay: $15.00 to $18.00 starting based on knowledge of requirements

Contact: Silvio Petoletti 310-376-9595 daily between 10am-3pm