

Company Name: Graystone Consulting – The Palo Alto Group - Morgan Stanley  
Company Address: 1400 Page Mill Rd, Palo Alto, CA 94304, United States  
Company website: [www.graystone.morganstanley.com](http://www.graystone.morganstanley.com)  
Company Email: [Jameslund@consultant.com](mailto:Jameslund@consultant.com)  
Telephone: 800-764-2723

#### Job Description.

We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/\$18.50 per hour.

Duties include, but aren't limited to:

- Handling Accounts Payable/Receivables
- Purchasing products
- Coordinating product shipping and receiving
- Answering phones
- Receiving mail
- Ordering office supplies

Having an understanding of QuickBooks Pro is a plus, but is not necessary

Running errands is necessary within this role - including picking up samples, making small deliveries/returns.

Interested applicant should reply with resume to ([Jameslund@consultant.com](mailto:Jameslund@consultant.com))

You will be working pretty independently most days, so this is a super important quality to have Task-Oriented, with the ability to initiate the follow-through for task completion Highly Organized and Detail Oriented - The ability to organize your workflow and prioritize accordingly.

Thank you  
James lund.