



SKYDIVE GUAM LLC

Accounting Assistant

Job Qualifications:

- Knows how to use QuickBooks
- Organized
- Able to multitask well
- Knows how to perform payables and receivables
- Able to perform data entry efficiently

Position availability

- Able to work 20hrs./ week Monday-Friday between the hours of 8:00am-5:00pm (part-time)

Please submit resume and attached [SKYDIVE GUAM APPLICATION QUESTIONNAIRE](#) via e-mail to the Human Resources Administrative Assistant, Aurea Tagudin at aurea.tagudin@skydiveguam.com by **March 31, 2019 (Sunday)** and scheduling for interviews will be on March 22, 2019 (Friday.)

On behalf of SkyDive Guam LLC, thank you very much for assisting us. Your coordination and assistance is highly appreciated.