

We are looking for an office assistant for about 20 hours per week, starting as soon as possible. This is a \$20 per hour contract position. This person would support our team with ordering office supplies, running errands, keeping digital files straight, booking conference rooms, mailing lists and keeping our schedules running. Professionalism, attention to detail and a great attitude crucial. We are a small creative consulting firm located in River Oaks, on Kirby. Our hours are flexible. Please share with anyone that may be interested.

Please email resumes to hello@gallantculture.com