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**June 23, 2016**

**FOR IMMEDIATE RELEASE**

## **International Nanny Association Announces We are Looking for Administrative Assistant**

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The INA is looking for a part-time Administrative Assistant. Candidates for the job should:

- Possess a positive attitude
- Pay attention to detail
- Be a self-starter
- Have the ability to multi-task
- Take initiative with projects and items that need attention
- Be thorough
- Have the ability to self-manage current projects
- Be able to see the big picture while focusing on the details
- Hold a strong customer service attitude

Applicant requirements for the job are to:

- Be able to provide a resume and 3 professional references
- Work out of your home
- Be proficient in Word and Excel
- Be experienced with WordPress, Google and database management
- Attend and work during the annual INA conference
- To have a strong customer service background
- Experience working with social media platforms is a plus

If interested in learning more about this position, **please call (414) 376-8208.**

*International Nanny Association (INA) serves as the umbrella association for the in-home child care industry by providing information, education and guidance to the public and to industry professionals.*