

**Company**

KMT Technical Digital Technology Services

**Position**

Administrative Assistant Part Time

**Company Contact**
Angie Toussaint Billingsly

(925) 415-3302

angie@kmttechnical.com

**Job Type**

Part-Time

**Job Description**

Seeking a part time admin assistant with great communication skills. We are looking for someone who is tech savvy and understands the world of startups and technology

**Required Qualifications**

High School Diploma with some college. Preferable someone with a college degree but not mandatory.