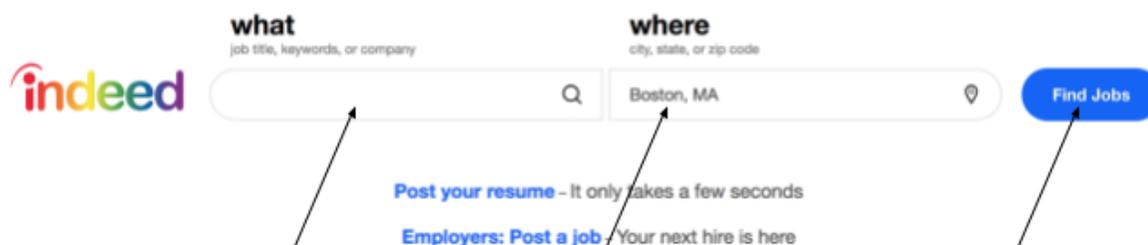




**Indeed**  
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[Indeed.com](https://www.indeed.com) 是世界排名第一的帮助人们就业的网站。它提供的在线搜索工具允许您使用计算机或移动设备查找已发布在 1,000 多个网站上的工作机会。只要工作机会已发布在线上，你就能在 Indeed 找到它。



在此处键入您想要的工作类型    在此处键入您想要工作的地方    然后单击“Find Jobs”

让我们尝试在马萨诸塞州波士顿找“行政助理”的工作。

当您搜索工作机会时，结果将如下图所示：

administrative assistant jobs in Boston, MA

**Recommended Jobs** - 36 new

Sort by: relevance - date

Distance: within 25 miles

Salary Estimate

\$30,000	(3285)
\$35,000	(2801)
\$40,000	(2227)
\$50,000	(1375)
\$65,000	(680)

Job Type

Full-time	(3157)
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What: administrative assistant

Where: Boston, MA

Find Jobs

Advanced Job Search >

Upload your resume - Let employers find you

Page 1 of 3,827 jobs

Show: all jobs - 124 new jobs

**Program Assistant**  
Boston Bar Association ★★★★★ 3 reviews  
Boston, MA 02108

The right candidate will possess exceptional attention to detail and an ability to think on his or her feet in order to assure excellent member experiences and...

Desired Experience: Microsoft Powerpoint

Easily apply

Sponsored save job

**Property Administrator**  
Oxford Properties ★★★★★ 50 reviews  
Boston, MA 02110

Headquartered in Toronto, Oxford has regional offices in Calgary, New York, Boston, Washington, DC and London, each with a team of talented professionals with...

Desired Experience: Accounts Payable, Accounts Receivable,

Be the first to see new administrative assistant jobs in Boston, MA

My email:

Also get an email with jobs recommended just for me

Activate

Receptionist salaries in Boston, MA

**\$15 per hour**  
Based on 277 salaries

对于每个列表，您将看到：

- 职位名称
- 公司名称
- 公司评价
- 公司位置
- 工作简介

要查看更加详细的工作介绍以及如何申请工作，请单击工作列表，所有附加信息都将显示在屏幕右侧。

Upload your resume - Let employers find you Page 1 of 3,827 jobs

Show: all jobs - 129 new jobs

**Office Manager (Client Services & Outreach)**  
Erakon Law PC  
Boston, MA  
\$18 - \$25 an hour  
We are open typical business hours, and you will be expected to work the bulk of your hours within that time frame, although we are super flexible with working...  
Desired Experience: Microsoft Powerpoint  
Easily apply  
Sponsored save job

**Office Manager (Client Services & Outreach)**  
Erakon Law PC - Boston, MA  
\$18 - \$25 an hour - Full-time, Part-time

Apply Now

bring to the table. Tell us what you're looking for in a job and why you think you'd be a good fit. Oh, and make sure to put "I'm THE ONE" in the cover letter's header. Applications that do not follow this step will not be opened.

Job Types: Full-time, Part-time

Salary: \$18.00 to \$25.00 /hour

正如您所看到的，我们有很多工作可以选择。

Page 1 of 3,827 jobs

Distance:  
within 25 miles

Salary Estimate

\$30,000	(3279)
\$35,000	(2796)
\$40,000	(2226)
\$50,000	(1374)
\$65,000	(680)

Job Type

Full-time	(3153)
Part-time	(601)
Contract	(312)
Temporary	(211)
Commission	(18)
Internship	(17)

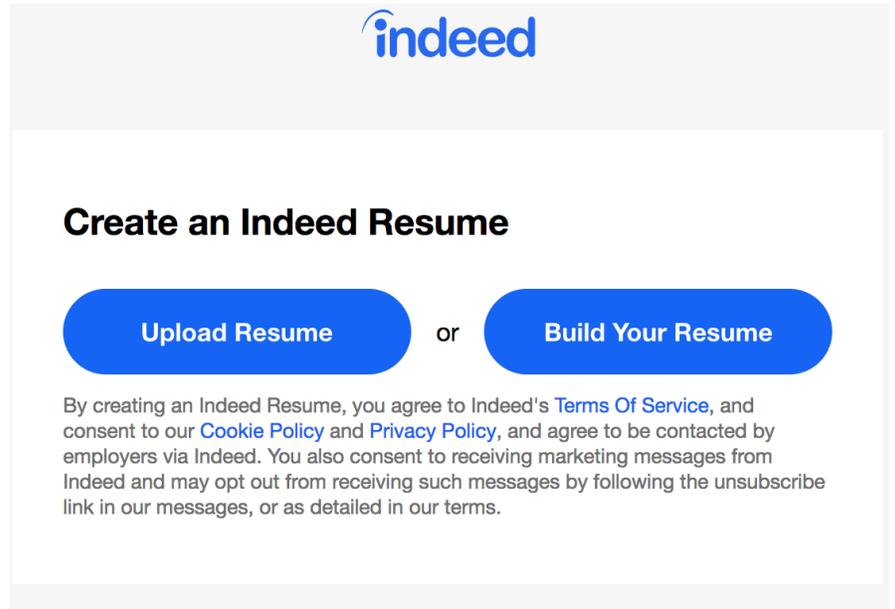
为了缩小搜索结果的范围，您可以按相关性进行搜索，以便只显示您感兴趣的工作。例如您可以根据离家的距离，工资，公司，甚至工作类型等选择工作。

您可以使用搜索工具找工作，或上传您的简历，让工作找到您！



如果您已经用计算机撰写了简历，请单击"Upload Resume"在计算机目录中找到简历并上传。

如果您想在线撰写简历，请点击"Build Your Resume"，按照步骤创建一个帐户，然后开始写您的简历！



若您仍需要查找职位，撰写简历或准备面试的帮助，可点击屏幕左下角栏中的"Help Center"连接



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