**Runner**

**Job Description**

Franks Management Company is seeking a college runner as soon as possible.

Job is year-round, part-time paying $10 per hour.

The runner must be a college student, preferably a freshman or sophomore.

The student should be available to work 20 hours per week, Monday through Friday.

The preferred schedule is 1:00 - 5:00p.

The student will need to have an insured personal vehicle for transporting sensitive or valuable information in addition running other errands. Reimbursement for mileage would be at the IRS standard rate.

Duties also include general office and project-based tasks and responsibilities.

Job requires moderate lifting on a regular basis and occasional heavy lifting.

Must be professional in demeanor and dress.

Please contact Carrie Vick at (318) 221-2688 with any questions or requests for additional information.

Email resume to cvick@fmcllc.com to apply.