

free-classifieds-usa.com



Phone: 1-213-205-4047

Price: 22.00 USD

PROPERTY MANAGEMENT COMPANY is looking for a Full Time Administrative Assistant for our fast paced property management company. Person applying will be working directly with the Property Managers and other staff members. Must be an experienced and proficient admin/secretary. Some tasks may be: greeting and helping customers/clients, opening up daily mail and distributing, logging in paperwork that comes in, etc. Must be able to multi-task and have knowledge of Microsoft Office, Excel, and work well under pressure. Knowledge of TOPS ONE software is a plus, but will train. Hourly 22\$. Please email or fax resume to 2132054047

Contact: Delfina Jerde
Phone: 1-213-205-4047

Contact: Delfina Jerde
Phone: 1-213-205-4047

Contact: Delfina Jerde
Phone: 1-213-205-4047

Contact: Delfina Jerde
Phone: 1-213-205-4047

Contact: Delfina Jerde
Phone: 1-213-205-4047

Contact: Delfina Jerde
Phone: 1-213-205-4047

Contact: Delfina Jerde
Phone: 1-213-205-4047

Contact: Delfina Jerde
Phone: 1-213-205-4047

Contact: Delfina Jerde
Phone: 1-213-205-4047

Contact: Delfina Jerde
Phone: 1-213-205-4047

<https://tinyurl.com/2k6ueopn>