

ADMINISTRATIVE ASSISTANT

*Local Commercial Real Estate office needs an
Administrative Assistant*

- Full-Time

Job Description:

- Word, PowerPoint, Excel, Publisher
- Answering the phone, taking messages, forwarding calls
- Keep up with emails and emailing clients
- Filing, maintaining a neat, organized office
- Creating flyers for marketing properties

Qualification:

- Office Administration Graduates preferred

To Apply:

Please submit Resume and Cover Letter to Lisa Fagan at:
faganl@faytechcc.edu

*Resumé and Cover Letter will be forwarded to employer