

Khovnanian Homes

Fayetteville

Administrative Assistant

- Part-time
- \$30.00 an hour/\$600.00 Weekly
- Monday - Saturday

Job Description:

- Handle a range of administrative and clerical duties
- Meticulous and well-organized.
- Skilled in data entry, office communication management, and assistance to guarantee smooth office operations.
- Manage incoming and outgoing phone calls, taking messages and rerouting calls as needed.
- Handle all incoming and outgoing mail, including parcels, letters, and emails.
- Complete data entry activities, keeping databases and records up to date and accurate.
- Help with routine bookkeeping duties, like processing expense reports and invoices.

Skills:

- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to multitask and prioritize tasks effectively.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Experience with office management software is a plus.

Send Résumés To:

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