



PACIFIC UNION INTERNATIONAL

# WE ARE HIRING

OFFICE ADMINISTRATIVE ASSISTANT (PART-TIME)

About us ... Pacific Union International Inc. is a real estate services company, provides personal and commercial real-estate services. The company was founded in 1975. The company engages in buying, selling, relocation, and leasing of studios, offices, retail and industrial properties, flats, apartments, condos, houses, and mansions; property management of rental properties and HOAs; and property listings. Pacific Union International Inc. was formerly known as Pacific Union Real Estate Group, Ltd. and changed its name to Pacific Union International Inc. in August 2009.

## Job Duties/Responsibilities:

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities.

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## INTERESTED INDIVIDUALS

Send resume to [sammason@pacifficunion.com](mailto:sammason@pacifficunion.com)