CENTURY 21 BAYSHORE REAL ESTATE
WE ARE HIRING
OFFICE ASSISTANT

We are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/$400.

Responsibilities:
- Handling Accounts Payable/Receivables
- Purchasing products
- Coordinating product shipping and receiving
- Answering phones
- Receiving mail
- Ordering office supplies
- Having an understanding of QuickBooks Pro is a plus, but is not necessary
- Running errands is necessary within this role - including picking up samples, making small deliveries/returns.

Candidate will be working pretty independently most days. It is imperative that the individual is task-oriented, with the ability to initiate follow-through ensuring task completion. The ideal employee will be highly organized and detail oriented. They will possess the ability to organize their workflow and prioritize accordingly.

INTERESTED INDIVIDUALS
Please forward resume to Dylancourville@realtyagent.com

All qualified applicants considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status. EOE