



Local Part time Position Available

Title Administrative Assistant

Department(s) Management Office

Job summary

Reports to the Owner, Property/Leasing Manager, Construction Manager & Finance Office. Provide office support, customer service, filing, accounts receivable, accounts payable and basic bookkeeping support.

Summary of essential job functions

Proficiency in Microsoft Excel, Word, Outlook necessary. Some experience in bookkeeping programs, social networking sites, Powerpoint, & Publisher, preferred but not necessary.

Minimum requirements

High school diploma or GED.

Abilities required

Attention to detail and ability to multi task in a fast paced environment.

Send resume to:

Jessica@connellofts.com or fax 570-341-0378