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Part-time Administrative Assistant

On behalf of our client, we are recruiting candidates for an open Administrative Assistant position. Our client is a well-respected, locally owned, property management group. This position is a part-time position that will average 20 to 25 hours per week. Duties will include: data entry, invoicing, processing rent deposits and other administrative tasks.

The right candidate will bring professionalism, integrity and a strong work ethic to the position. Our client is looking for someone who is detail-oriented, organized and has impeccable customer service skills. You must demonstrate strong proficiency in word, excel and outlook. Yardi experience is a plus, but not required.

Our client is looking for a candidate who will be a good long term fit for their close knit team. If you would like to be considered for this position, please submit a directed cover letter and resume at your earliest convenience to Shannon.birchler@expresspros.com.