

Company Name: Century 21 Real Estate Center

Company Address: 19020 33rd Ave W #300, Lynnwood, WA 98036

Company Website: <https://www.century21.com/century-21-real-estate-center-451c>

Telephone: (425) 775-8521

Email: BenjamineJUSTIN@realtyagent.com

Job Title: Office Assistant

Description.

We are searching for an exceptional Individual as Office Assistant for low upkeep work, The hours are 15 to 20hrs weekly and the compensation is \$22.5 each hour \$450.00 week after week. The responsibilities meet, however don't have to:

- Getting mail
- Bills installment
- Getting and sending things to PO Boxes.
- In charge of certain purchases.

Should have a wonderful and expert hard-working attitude.

-Should be independent to wrap up jobs autonomously.

-Knowledge on Microsoft Office and QuickBooks is favored not necessary.

Thank you!

For: Human Resources

Benjamine Justin.