

Date: August 10, 2021

Immediate opening – Administrative Staff

Please submit your resume via email to tamara@lauriechristian.com.

Laurie Christian Real Estate, Ocean Shores, WA 98569. 360-289-1776

<http://www.lauriechristian.com/>

Busy Real Estate company looking for the right admin staff to grow with the company. This is an entry level position, but previous office experience is a plus. Moderate computer skills are mandatory.

Qualified candidates will possess the following traits:

- Ability to anticipate Boss' needs
- Resourcefulness
- Self-Starter
- Organized
- Ability to stay Focused
- Persistence
- Attentive to details
- Discretion
- Superb Communication Skills
- Integrity

Skills/Experience that will be helpful:

- Multi-line phones
- Contract Experience
- Strong Computer Skills
- Professional phone manners
- Data Entry Experience
- Real Estate Experience
- Sales Experience

Please apply with your resume and cover letter. Position to start immediately.

Please do not wait to apply