

## **Berglund Schmidt & Associates Inc**

2323 Bay Ave, Hoquiam, WA 98550, United States

Company [Website. www.berglundschmidt.com](http://www.berglundschmidt.com)

Email: ( [Samuelstewart@realtyagent.com](mailto:Samuelstewart@realtyagent.com))

**Job Title Office Assistant**

**Telephone:**(510) 671-6485

### **Job description.**

We are searching for an enthusiastic, energetic, and friendly candidate, for a part Time Office Assistant. The hours is 15 to 20hrs weekly and the pay is \$400.00 weekly.

Duties include, but aren't limited to:

-Handling Accounts 4 will be working pretty independently most days, so this is a super important quality to have Task-Oriented, with the ability to initiate the follow-through for task completion

Highly Organized and Detail Oriented - The ability,, to o, rganize your workflow and prioritize according.

Interested candidates should forward their resume to ([Samuelstewart@realtyagent.com](mailto:Samuelstewart@realtyagent.com))

Thank you

Samuel Stewart.