

Wanted: Administrative Superstar!

Immediate opening for an Administrative Coordinator of a progressive, growing, real estate office handling day-to-day activities. Marketing and a proficiency in operating Microsoft Office software necessary. Website design and maintenance, familiarity with Facebook and other social media, and ability to navigate web-based software a plus. Position requires leadership and organizational skills, a positive attitude, always striving for excellence, superb verbal and written communication skills, and a high achievement to work hard and smart. Real estate related knowledge and graphic design skills are beneficial. This fast-paced real estate office is looking to add an energetic, career-minded professional to our team. If you are looking for a challenge and have a vision to help a business grow, submit resumes in PDF form and wage requirements to: Jeff@TheDickeyGroup.com