

Untitled

Employment Opportunity: Administrative Assistant (Full-Time Position)

- Full Time: 40 hours per week
- Administrative assistant experience necessary
- Commercial real estate experience a plus
- Light bookkeeping required, Quickbooks experience a plus
- Must be organized, detail-oriented, independent
- Computer skills: Word processing (MS Word), spreadsheet (Excel), good typing skills
- Office in Westlake area
- Pay commensurate with experience
- Position is available for immediate hire

Please send email with resume to: rosalie@jlmfinancialinvestments.com