

Job Title: Administrative Assistant

Weekly Hours: 40

Location: Liverpool NY

Salary: Hourly

TJMG Properties, LLC (TJMG) is looking for a motivated individual to step into a full-time *Administrative Assistant* role in their local and growing Real Estate Investment & Property Management Company. TJMG is a multi-faceted company with divisions in property management, HOA management and real estate.

Key Responsibilities (including but not limited to):

- Front desk reception duties
- Telephone inquiries
- Incoming mail disbursement
- Common Email Account Monitoring and Forwarding
- Scanning & Filing
- Office management where required

Requirements: High School Diploma, Basic understanding and use of Microsoft Office with concentration in Microsoft Excel, Good communication skills, Organization and time management skills

Other Skills & Qualifications: Highly organized with excellent communication skills and an ability to prioritize tasks for optimal time management; must possess a professional and positive attitude with a strong work ethic; required to work very well in a fast-paced environment with the ability to multi-task; a thriving desire to accomplish any project or task completely and accurately; an independent thinker who works well as a team player. Typing skills are required at a minimum of 40 wpm. Possible opportunity for light social media marketing. Writing experience is a plus.

TJMG is looking for a hardworking, passionate, honest, confident, detail oriented, modest, ambitious, autonomous, intelligent and marketable person to join our team.

Other Inclusions: Paid Time Off, Company Holidays, Health Benefits

Hours & Pay Structure: Hourly, \$13.50/Hr - DOE

To inquire: Email resume WITH COVER LETTER to: contact@tjmgproperties.com