

Company name: Boss Realty LLC
Company address: 204 S Santa Fe Ave #4, Salina, KS 67401
Company website: www.bossrealty.net
Company Email: jaxonharre@realtyagent.com
Job Title: Office Assistant
Telephone: (785) 819-1180

Job Description

We are the largest employer of students on campus. Work schedules can be arranged around classes and allow flexibility in hours. If you can work two or twenty hours per week, we have a job that can fit into your busy schedule, we are seeking a dynamic Office/Personal Assistant for part-time work, up to 20 hours per week/\$400 weekly.

Duties include, but aren't limited to:

- Handling Accounts Payable/Receivables
- Purchasing products
- Coordinating product shipping and receiving
- Answering phones
- Receiving mail
- Ordering office supplies

A work schedule that accommodates classes and activities

Having an understanding of QuickBooks Pro is a plus, but is not necessary

Running errands is necessary within this role - including picking up samples, making small deliveries/returns.

Interested applicant should reply with resume to (jaxonharre@realtyagent.com). You 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 organize your workflow and prioritize accordingly.