

Part Time Office Admin Needed (Near Cherry Creek Mall)

Location **Colorado**
<https://www.genclassifieds.com/x-266820-z>



Looking for a detail oriented, tech savvy individual to help our thriving real estate business with direct mail. You MUST be highly detail oriented. Your job will be to run the printing operations of our direct mail campaigns. Approximately 8-10 hours per week with the possibility of additional hours going forward.

Responsibilities include:

Mail Merge

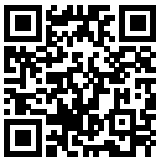
Printing

Managing 4 printers simulateously

Organizing mailers for folding & stuffing.

Our office is located at 50 S Steele Street in Cherry Creek. We are open from 8am - 5pm and you could come in for 8 hours one day a week or 4 hours on two different days.

All applicants will be required to take a brief DISC assessment before being invited to interview. We are looking to hire some ASAP so apply today by sending a resume and/or an email explaining your interest and.



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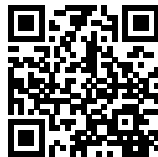
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