

# TechAdmin Assistant Specialist (rockland)



Location

Maine

<https://www.genclassifieds.com/x-723251-z>

An established and rapidly growing property management company, seeks a Tech/Admin Officer for it's office in Rockland. The selected individual will work on a day to day basis with management and be responsible for:

- Maintaining office hardware, software, and supplies;
- Preparing, reviewing , filing, and organizing documentation, applications, contracts, receipts etc.
- Checking references & credit reports
- Receiving and making phone calls to clients, vendors, media, responding to email, telephone and in person inquires
- Coordinating repairs;
- receiving office visitors, preparing coffee;
- Preparing brief reports to management;
- light cleaning.

## Persen Specifications:

- Drivers Licence and excellent record;
- Excellent command of written and spoken english (business correspondence);
- Good computer skills and willingness to learn (Excel, Quickbooks, Airbnb, CraigsList Etc.);
- Fluency in Facebook and knowledge or willinness to learn other key social communication and collaboration tools i.e skype, Linkedn, Podio etc.;
- Calm, reflective , yet decisive;

- Not afraid of physical work when necessary;

- Excellent command of written and spoken english.

The company seeks a

- Integration into a dynamic entrepreneurial team;

- Steady earnings and livable wage;

- Ongoing training and coaching;

- Independent and responsible role

- Significant professional and financial growth potential.

For more information please reply with resume and cover letter.



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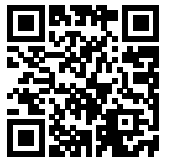
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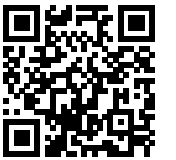
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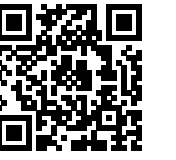
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