

Title:

Office Assistant for a mobile home park in Locust Grove

Location:

Locust Grove

Hours:

20 hours a week - 4 hours a day between the hours of 8:30 and 5:00 -

Monday through Friday - no weekends

the position is only 20 hours a week - it will never be more than that

Benefits:

no benefits

no insurance

Duties:

Customer service

answer phones and questions for residents

post payments to resident accounts

reconcile accounts

do bank deposit on a daily basis

filing

general office work and organization

If you are interested, or know someone who might be interested, email your resume to Jane Holloway at janeholloway747@msn.com and she will forward it to the Property Manager.