

# **ADMINISTRATIVE/ REAL ESTATE ASSISTANT**

For property sales and management company. Full-time position. Extensive Computer, Internet, and Microsoft Office 2010 Suite knowledge required. Excellent writing and proofreading skills. Ability to follow directions and work independently. Real Estate experience preferred. Benefits package. Position available April 16.

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Email cover letter and resume to  
[p.j.griffin@verizon.net](mailto:p.j.griffin@verizon.net)