

Administrative Assistant

Oxbow Farms Apartments is seeking an individual to join our team! The Administrative Assistant position is part time, 16 hours per week, with a flexible schedule.

We are seeking an individual to help us meet our goal of providing the highest level of customer service to our residents. The Administrative Assistant will possess the following skills: strong interpersonal skills, excellent organizational skills, effective written and verbal communication skills, computer proficiency, quick learner, team player and valid driver's license.

The Administrative Assistant will be responsible for the assistance of day-to-day operations of the Leasing Office. This includes answering a multi-line telephone system, greeting visitors, preparing correspondence such as e-mails, letters and reports, completing work orders, collating and distributing mail and filing vendor communication and coordination. The position also offers opportunity for creativity with assistance for resident event planning and implementation.

Oxbow Farms Apartments is an Equal Opportunity Employer