



## **Administrative Assistant**

*My Rental Superstore- Phoenix, AZ*

*\$16/hour - In Office*

### **Qualifications:**

- High School Diploma or GED
- Able to commit to 20 to 25 hours per week
- Dependable & flexible
- Must be able to multi-task and take initiative
- Excellent Customer Service Skills
- Good Prioritization Skills required
- Property Management/Real Estate Experience helpful\*
- Answer phone lines (bilingual preferred but not required\*)
- Schedule and Coordinate Appointments
- Ability to listen, learn and take instruction from agents' team members
- Team player with the with ability to support agents
- Basic understanding of Microsoft Word and Excel
- Flexible work environment with work in the office

***Applicants can send their resumes to  
myrentalsuperstore@gmail.com Attn: Jason Mendoza***