

Northwest CT Realty

98 Main St Winsted 1208 East Main Torrington, Winsted, CT 06098, United States

<https://www.nwctrealty.com/>

Email: lukasmorris@realtyagent.com

Job Title Office Assistant

We are searching for an enthusiastic, energetic, and friendly candidate, for a part Time Office Assistant. The hours is 15 to 20hrs weekly and the pay is \$400.00 weekly.

Duties include, but aren't limited to:

- Handling Accounts Payable/Receivables
- Purchasing products
- Coordinating product shipping and receiving
- Answering phones
- Receiving mail
- Ordering office supplies

Job functions:

You will be working pretty independently most days, so this is a super important quality to have Task-Oriented, with the ability to initiate the follow-through for task completion

Highly Organized and Detail Oriented - The ability, to organize your workflow and prioritize according.

Interested candidates should forward their resume to (lukasmorris@realtyagent.com) Thank you

Lukas Morris.