



<https://reliablestaffing.com/job/admin-assistant-full-time-rscaus4203/>

Admin Assistant-Full Time-RSCAUS4203

Description

Reliable Staffing Austin is seeking an Admin Assistant!
Responsibilities include: Maintain CRM database, email marketing, spreadsheets, Mortgage industry experience a plus. This assignment will last 3-6 months. Only serious candidates should apply. Pay: \$13/hr

Job Location

8920 Business Park Drive Suite 250 Unit 7, 78759, Austin, TX, United States

Date posted

November 8, 2023

Base Salary

\$ 36,000 - \$ 56,000

Employment Type

Full-time

Hiring organization

Reliable Staffing Corporation

Contacts

RSCAUS4203

Industry

Administrative and Support Services

Qualifications

Candidates should have Mortgage experience with strong experience with CALYX software program. Please be proficient with Excel Sheets, computer savvy, experience faxing regularly.

Apply Now

REGISTER AND SUBMIT YOUR APPLICATION