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.

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