



<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

### Valid through

18.09.2029

### 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