



Part-Time Administrative Assistant

Engels Property Management is the premier rental property manager & residential & commercial maintenance company in Butler County. We are a growing business that thrives in helping people with their residential needs, whether it be finding a home to rent, fixing the pesky home problems, remodeling a home, or coordinating commercial maintenance needs. We attribute our growth to our quick response and first-rate customer service.

We are currently searching for an Administrative Assistant to work in our office. Successful candidates will have excellent customer service skills and must be people-oriented. The ability to work in a fast paced, quickly changing environment with strong attention to detail is essential. This person will need to be a good teammate and be able to “wear many hats.” There will never be a dull moment.

Job Description

- Answer & direct phone calls
- Provide general information about services
- Organize & schedule appointments & manage calendar
- Write e-mails, letters & forms
- Maintain electronic and hard-copy filing system
- Provide general support to tenants, owners & vendors
- Process accounts receivable/payable & payroll
- Show properties to prospective tenants when needed

Job Requirements

- Experience as an administrative assistant
- Ability to learn new software platforms quickly
- Quickbooks experience
- Proficiency in Microsoft Office (MS Word & MS Excel, in particular)
- Excellent time management skills & the ability to prioritize work
- Attention to detail & problem solving skills
- Excellent written & verbal communication skills
- Strong organization skills with the ability to multi-task
- Confidentiality is a must
- High school diploma

Hourly rate depends on skills & experience. Family-owned & family-friendly. Flexible hours (15-20 hours per week) & casual dress.