

## **Administrative Assistant – Property Management**

A Sacramento property management and development company seeks an experienced admin assistant. Tasks include: data input, document preparation, working with vendors and tenants, and tracking and follow through of various tasks.

### Requirements:

- Strong word processing and MS Excel skills,
- Strong communication skills
- Organized
- Ability to work with both internal and external customers at all levels and
- Ability to work independently.

Knowledge of property management and the real estate industry will be helpful. We offer a competitive salary, excellent benefits and a great place to work. Email your resume and salary requirements to [NoBayHR@sonic.net](mailto:NoBayHR@sonic.net).

Salary requirements must be submitted to be considered.