JOB SEARCH | Office Work **24 January 2020**

We are a residential construction company looking for a qualified person to work part-time or full-time as an office assistant. The office is located at 19134 section of Philadelphia.

The duties of this position are as follows:

Rental company (LLC) duties:
-Maintain expense ledgers for rental properties using Excel and QuickBooks.
-Email monthly invoices to tenants and keep track of payments.
-Deposit tenant's checks to bank every month.
-Compose and write letters to tenants as needed
-Keep track of rental licenses renewal dates

Construction company duties:
-Print checks for contractors, suppliers and vendors
-Maintain costs summaries for new construction projects and rehabs by inputting receipts and expenses into QuickBooks and excel
-Keep track and make insurance payments for properties or construction projects such as builder’s risk, vacant, condo, tenant, GC insurance policies.

Other duties:
-Obtain permits and licenses from the city
-Make deposits to bank
-Knowledgeable in Excel, Word, and QuickBooks needed.
-Car and driver's license highly needed.
-Approximately 15-20 hours a week

-Please email resume and text if interested to interview for this position. We need someone as soon as possible.

Thank you.

Real Estate Construction Office Assistant, Philadelphia
Tel.: 856-477-3609

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