

## Personal Assistant

Executive looking for personal assistant. Starts as a part-time (20+ hours for 30-45 days), non-sales, position and full-time after that for the career-oriented candidate. Candidate should have good organizational skills and have a career interest in the real estate industry (office administration or commissioned sales). This is a performance-based position with rapid advancement potential. Must have a flexible schedule.

Part time Salary: \$12/ hour to start plus bonuses

Full-time Salary: TBD

Responsibilities would include:

- calling/texting/emailing customers in a non-sales capacity.
- Social media marketing daily.
- social media and online industry account: posting, writing, content development and analytics
- creating and mailing customer/lead letters daily
- researching and developing databases. database management
- develop/design print advertising
- ensuring all customers have been properly contacted per guidelines
- contract management: check contracts for proper processing and to ensure all timelines are met.

If interested contact Scott Wachtel at 304 350 2723 with questions or send resume to [swachtwv@gmail.com](mailto:swachtwv@gmail.com)

