



Fast-paced, busy real estate brokerage
IN KETCHIKAN
seeking upbeat and professional full-time office manager.



OFFICE MANGER NEEDED!

Schedule: 9 a.m.-5 p.m. Monday-Friday
Salary: Depending on experience (DOE)

Duties include the creation and management of advertising, website management, listing management, scheduling of appointments, scheduling and support to both sales associates and brokers and acting as a liaison between agents and the broker. Must be able to multi-task, have a

professional appearance along with courteous phone manners and practice strict client confidentiality. Ideal candidate must be proficient in Microsoft Office Suite, Photoshop, Adobe Acrobat, Excel and InDesign. Computer skills a must. **We offer on-the-job training for the successful candidate.**

Do you thrive in a busy work environment? Are you organized, hardworking, customer-centric, catch on quickly, have a positive attitude and professional? If so, you may be a great fit at our office!

TO APPLY: Resumes accepted via email and/or fax only to info@gatewaycityrealty.com or **(907) 247-2545**

FOR MORE JOB DETAILS:
Visit alaskajobs.alaska.gov and search for **“694984”**