

Pacific First Financial Real Estate Loans, Inc.

Job Opening Description – Administration Assistant - South Torrance Location

We are a Mortgage Loan and Insurance Agency and are currently looking for a part-time Administrative Assistant to work approximately 20 hours a week and we will be conducting interviews soon!

Permanent Part-Time Position

Duties:

- Answer phones and preform administrative tasks
- Communicate with customers
- QuickBooks record keeping and account reconciliation
- Online banking
- Maintain Accounts Payable
- Filing
- Other duties to follow as experience is gained

Qualifications:

- Microsoft Office skills required
- Ability to work in a fast-paced environment
- Excellent written and verbal skills
- Ability to solve unfamiliar problems
- A courteous and professional demeanor

Current assistant works from 9 AM to 5 PM on Monday, Wednesday, and Friday. Possible daily schedule of 4 hours per day, Monday thru Friday will also be considered.

Position could lead to full time employment for the right individual interested in expanding their duties.

Increased hours are available during winter and summer, with possible flex hours during rest of the year.

We offer paid holidays, vacation, and sick leave – company 401(k) Retirement and Profit Sharing Plan which is available to employees that meet annual hourly requirements.

If you are interested in the position, please email a copy of your resume to Sam Martelaro for consideration at:

samm@pac1st.com

Pacific First Financial Real Estate Loans, Inc is an Equal Opportunity Employer.

Thank You,

Sam Martelaro

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