



Job Position
Office Assistant
Full Time

702-935-0100
1180 N. Town Center Dr.
Las Vegas, NV 89144
#1796580

Profile:

We are a crew of passionate people that want to help like-minded individuals and families. With more than 20 years in the industry, our team wants to bring a fun and professional vibe to our industry. We are committed to bringing the best possible experience to our consumers. We will find the best rates and educate you to stay on the correct path to reach your financial goals.

Description:

Looking for an eager to learn individual to assist a busy Mortgage Broker. Tasks include, answering emails, directing phone calls, data entry, scanning, faxing, running errands, ordering supplies, social media postings. Applicant needs to have exceptional organization, time management and communication skills. Ability to work unsupervised is a must. Willing to train the right enthusiastic individual. Opportunity to learn and grow in a fast pace industry!

Skills Desired:

- Organizational Skills
- Strong Communication
- Ability to work unsupervised
- Data Entry
- Social Media
- Directing Phone Calls
- Microsoft Office (Word, Excel, Outlook, Powerpoint)

Compensation:

- \$8.25-\$10 per hour
- Room to grow in to commission programs

Contact:

- Please email us a resume to:
- Greg Jackson
 - Team@MortgageRide.com

