

The Office Administrator job in Bangor, Maine is responsible for handling tasks such as receiving incoming calls, emails and processing residential lease prospects, as well as assisting with other clerical tasks assigned. You'll have a solid understanding of how to process tenant applications, collect and maintain vendor certificates of insurance and also coordinate maintenance needs. You may also tend to a paper filing system, databases and process mail as needed. This is a 1st shift position.

Office Administrator Qualifications:

- High School Graduate or equivalent
- Ability to write and communicate clearly
- Strong communication skills written and verbal
- Must have currently and valid DL
- Ability to work well under pressure
- Strong time management skills
- Proficiency with MS Office
- Familiarity with DocuSign highly preferred
- Property management experience highly preferred

Required Skills:

- Associates and or 5+ years of related business experience
- Computer and technology proficiency

Office Administrator Details:

- Schedule: Monday-Friday 1st shift
- Temp to Perm
- Pay Rate: \$20-23/hr
- Start Date: ASAP

Office Administrator Benefits:

- Health and prescription coverage (while on assignment through Bonney Staffing)
- Benefits offered by the employer once hired permanently
- Ask us about our \$\$Referral Bonus Program\$\$

If you believe you are a qualified candidate for our Office Administrator role please apply or contact us today!