

## **Office Assistant Position Opening**

Century 21 JR Gold Team Realty is now looking to select a professional Office Assistant.

### *The Company:*

Century 21 JR Gold Team Realty is a leading real estate company located in Garfield, NJ with its operations in Northern New Jersey: primarily Bergen, Essex, Hudson, Passaic Counties.

### *Position Description:*

Full time job 9:00am to 5pm Monday thru Friday.

### *Requirements:*

Professional attitude and customer focus.

High School graduate with preferably, college education.

Fluency in English and Polish is a must. Spanish would be an advantage.

Knowledge of Microsoft Office is a must.

We are looking for a motivated hard working individual with positive attitude.

### *Contact:*

If you feel you meet the requirements please send your Resume to [Johnny.Rojas@century21.com](mailto:Johnny.Rojas@century21.com), and call for appointment at 201 913-4438 or 973-772-9404.

Century 21 JR Gold Team Realty

352 Lanza Ave

Garfield, NJ 07026

**O:** 973-772-9404

**F:** 973-772-9454

[WWW.CENTURY21JRGOLDTEAMREALTY.COM](http://WWW.CENTURY21JRGOLDTEAMREALTY.COM)

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