

# HERKER

AN INNOVATIVE APPROACH TO PROPERTY MAINTENANCE

*a fast-paced Property Maintenance company*

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## OFFICE ADMINISTRATOR

**EXPERIENCE REQUIRED:** Customer Service, MS Word and Excel, knowledge of basic office procedures; Bi-lingual & Strong Math Skills are a plus.

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**WE OFFER:** Full-Time, Monday - Friday, competitive pay, great benefits, paid holidays and vacation.

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*Send your resume to:*

**[gherker@comcast.net](mailto:gherker@comcast.net) - and -**  
**[gherker@herkerinc.com](mailto:gherker@herkerinc.com)**