

HERKER

AN INNOVATIVE APPROACH TO PROPERTY MAINTENANCE

a fast-paced Property Maintenance company

OFFICE ADMINISTRATOR

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

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

Send your resume to:

gherker@comcast.net - *and* -
gherker@herkerinc.com