

****Help Wanted: Office Assistant****

Are you organized, reliable, and eager to support a busy office environment? We are seeking a friendly and detail-oriented Office Assistant to join our team!

****Position:**** Office Assistant

****Location:**** 1520 Clough Street Bowling Green, OH 43402

****Type:**** Full-Time/Part-Time

****Responsibilities:****

- Answering and directing phone calls
- Greeting visitors and clients
- Filing and maintaining office records
- Managing incoming and outgoing mail
- Assisting with scheduling appointments and meetings
- Performing general administrative duties as needed

****Qualifications:****

- Excellent communication skills
- Strong organizational abilities
- Proficiency in MS Office (Word, Excel, Outlook)
- Ability to multitask and prioritize tasks
- Previous office experience is a plus but not required

****We Offer:****

- A friendly work environment
- Opportunities for growth
- Competitive pay

If you're ready to be an essential part of our team, please send your resume and a brief cover letter to rentals@universityapartments.us.

We look forward to hearing from you!