CRA
POMPANO BEACH

JOB ANNOUNCEMENT

RECEPTIONIST

Real Estate Developer Located in Pompano Beach

Job Requirements:

- Accurate Typing and Data Entry Skills
- Knowledge of Microsoft Office
- Professionalism and the Ability to Maintain Confidentiality
- Ability to Work well with Others
- Must be Organized
- Good Communication Skills
- Customer Service Skills
- Knowledge of Proper Office Etiquette
- Bi-lingual

Additional Information:

Part-Time Position
$15.00 P/Hr
Office is on the Beach

Submit your resume to dahlia.baker@copbfl.com with the position that you are applying for in the subject of the e-mail and a note highlighting related experience

Contact: 954-786-7866 ~ *dahlia.baker@copbfl.com*
www.pompanobeachfl.gov/jobplacement