

**Job Title:** Program Assistant (Part-Time)

**Company Name:** One Percent Realty

Company Address: 3 - 11 Bellrose Dr Suite 133, St. Albert, AB T8N 5C9, Canada

Website: <http://www.onepercentrealty.com/>

**Telephone:** 403-230-8004

**About Us:**

We are seeking a Program Assistant for a part-time position, offering 20 hours per week at a weekly pay of \$400.

**Key Responsibilities:**

Answering phone calls and emails.

Preparing reports and presentations.

Filing and organizing documents.

Maintaining records and databases.

Processing financial documents and invoices.

Familiarity with QuickBooks Pro is beneficial but not required. A positive attitude and strong communication skills are highly valued. Interested candidates should submit their resume to [moorechristopher@realtyagent.com].

"This role demands a high level of independence, as you will primarily work autonomously. Strong task orientation, initiative, and follow-through are essential qualities for success. Additionally, excellent organizational skills and attention to detail are crucial to effectively manage your workload and prioritize responsibilities.