



**NOW HIRING!!**  
**ADMINISTRATIVE**  
**ASSISTANT**  
**Full Time in Oneonta**

The Administrative Assistant works closely with the Sales Manager to provide necessary support to the agents/branch to create a more effective and efficient branch operation. Past experience in Real Estate a plus. Must have prior office experience, be able to work independently, be skilled in Microsoft Office and social media and quick to learn additional programs and software.

**Email resume to: [melissaklein@howardhanna.com](mailto:melissaklein@howardhanna.com)**  
**75 Market Street, Oneonta**



**Real Estate Services**