



Administrative Assistant

Howard Hanna Real Estate Services seeks a professional Administrative Assistant for our Norwich office.

Responsibilities include administrative support, transaction processing, customer service, data entry, marketing assistance, and general office operations. Strong computer, organizational, and communication skills required. Administrative experience preferred.

If you are dependable, professional, and enjoy working in a fast-paced environment, we'd love to hear from you.

\$16-\$20/hour based on experience.
Apply at HowardHanna.com



HOWARD HANNA

REAL ESTATE SERVICES

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www.howardhanna.com/fair-housing