

Part-Time Office/Billing Administrator

Company Summary:

The Lake Superior Area REALTORS® (LSAR) is a non-profit trade association serving over 800 real estate professionals throughout the Northern Minnesota and Wisconsin. We strive to accomplish the priorities and strategic objectives of our volunteer Board of Directors. LSAR advances member success by providing relevant software, training, tools, advocacy and business support to our members.

Company Culture:

We want to look forward to working with all of our team members. As a busy small local business, our close-knit team is self-motivated, goal oriented, and customer focused. We believe no one person is better than another and share in the day-to-day work equitably. We believe in what we do and are committed to working to move business forward while taking time out to share a laugh or six. We believe in supporting a flexible and accommodating work environment and the personal and professional growth of our team members. If this doesn't sound like something you can unequivocally support, LSAR probably isn't the place for you.

Part-Time Office/Billing Administrator Summary:

We are currently looking to add a part-time office/billing administrator to our team! This individual will be the first point of contact and requires a professional and friendly demeanor and the ability to work well in a small team. Duties include but are not limited to: customer service (in-person/email/phone), enforcing and effectively communicating policies and procedures, accepting and processing applications/registrations, processing/posting accounts payable and receivable, meeting/event preparation, office administration, supporting other team members and other duties as assigned.

Required Skills:

This individual will have excellent written and verbal communication skills, attention to detail with complete and accurate record keeping. A strong command of Windows OS, MS Office Suite, QuickBooks, Zoom, Google Applications and general computer knowledge.

Other Details:

Position will be 20-30 hours per week during regular business hours and are flexible based on the needs of the individual and LSAR. Resume, references, and salary requirements may be sent to Maranda DeSanto, CEO | maranda@LSARealtors.com | 4031 Grand Avenue, Duluth, MN 55807