



Full-Time Office Assistant

Location: Teton Valley Property Management, Driggs, ID

Schedule: Monday to Friday, 9:00 AM - 5:00 PM (some holidays and weekends required)

Benefits: 401K, Health Plan, Local business — no commuting over the pass!

Teton Valley Property Management is looking for a dedicated Office Assistant to join our dynamic team and help provide outstanding service to our clients.

Responsibilities:

(includes but are not limited to)

- * Answer and manage phone calls
- * Create and manage reservations
- * Communicate with potential guests, long-term tenants, and owners
- * Show rental properties
- * Respond to emails
- * Drive to rental properties
- * Schedule and manage housekeeping
- * Occasionally perform light snow shoveling
- * Handle light/heavy lifting and deliveries as needed

Qualifications:

- * 3+ years of office experience, preferably in property management
- * Strong attention to detail and multitasking skills
- * Excellent communication skills
- * Ability to work well with diverse groups Independent problem-solving and decision-making skills
- * Strong work ethic and reliability

***Requirements:**

- * Valid driver's license

If you are a motivated individual who thrives in a fast-paced environment, we would love to hear from you. **Please send your resume and cover letter to**

Kerstyn@tetonvalleypm.com.