

Administrative Assistant

DeepCreekMountainLandCompany is an exciting real estate/land sales company with an office in McHenry MD. We need a self-motivated, detail oriented, energetic individual w/ strong multi-tasking, coordination and organization skills in office management functions.

Must be proficient in Microsoft Office (including Word, Excel, PowerPoint & Outlook). Experience w/ CRM software (SalesForce) a plus. Excellent telephone & interpersonal skills mandatory. Weekends required.

Salary DOE, medical insurance pkg & 401(k) avail.

E-mail resume: **icolonna@inlandinc.com**

