



Job Posting Request Form

Company Name

Century 21 Sakmar & Associates

Position Title

Receptionist

Job Description

Answer Phones, make appointments, data entry, Assist realtors with their mailings and various other administrative duties.

Contact Name

Don Robinson

Contact Phone Number

(248) 770-6635

Contact Email

drobinson@skmar.com

What type of job is this?

Part Time

Position Opening Date

Monday, March 16, 2020

Position Closing Date

Wednesday, April 1, 2020

Compensation

\$11.50 per hour to start

Does your job posting relate to one of RU's majors? If so, please notify the department chair for this major. (select all that may apply)

Management (School of Business and Professional Studies)

Mass Communication (School of Business and Professional Studies)

Strategic Leadership (School of Business and Professional Studies)

PDF attachment of job details



Help Wanted.docx