

WORK FROM HOME

PROVIDING DATA ENTRY FOR OUR REAL ESTATE DEPARTMENT

Position available IMMEDIATELY for a hard working individual that is looking to make serious money.

Busy Real Estate division is looking for a detail-oriented person(s). I am looking for a quick learner who is able to multi task and work independently. Looking for someone who wants more than just a paycheck...If you have a 9-5 attitude do not bother applying!

QUALITIES I AM LOOKING FOR:

TEAM PLAYER

Reliable/dependable

Positive and friendly demeanor

Strong organizational skills and multi-tasking skills

Take charge attitude

Ability to follow directions, consistently follow through on all tasks and meet deadlines

Ability to work well under pressure and handle challenging situations with a positive attitude

POSITION REQUIREMENTS:

Proficient with Microsoft office (outlook, word, excel)

Able to typePrefer 50+ wpm

Data entry experience

Internet access

Computer

Available to work on short notice

Licensed Realtor or Assistant preferred but not required

JOB DESCRIPTION:

Looking for person for BPO and monthly report work for REO properties. Will need to be able to use multiple computer systems for BPO work, have excellent attention to detail, good analysis skills, and be able and available to keep a calendar of work assigned and plan accordingly. Any late assignments will not be tolerated and contract terminated. This job will be completely remote at your home/personal computer. No photo taking or travel necessary. Hours will vary, some weeks 20+ hours per week other weeks only 5-10 hours/week. Strongly prefer college degree.

Position compensation:

Contracted position

Pay is per job and will vary slightly

- * reports \$10 per home (most people can do 2-3 per hour)

- * rush order will have a bonus opportunity

Position available immediately. If interested please forward a letter of interest along with your resume to stacy1805@gmail.com