**APPRAISAL SERVICES, KENT KESECKER & ASSOCIATES**

**1809 Valley Road**

**Berkeley Springs, WV 25411**

**304-258-4184**

**JOB TITLE:** Office Assistant

**SUPERVISOR:** Kent Kesecker, Owner

Kent Kesecker & Associates (DBA Appraisal Services) is a full-service real estate appraisal firm specializing in right-of-way and eminent domain consulting services to public and private entities in West Virginia, Virginia, Maryland, and Pennsylvania. Our office is located in Berkeley Springs, West Virginia

**GENERAL JOB DESCRIPTION:**

* Part-time position, 20-30 hours per week
* Answering telephones
* Sorting and distributing mail
* Maintaining appointment calendars, meeting schedules, and making travel arrangements
* Familiarity with basic office equipment (copier/scanner)
* Able to utilize Microsoft Office Products
* Maintaining and ordering office supplies
* Proofreading
* Willingness to learn industry-specific data processing software

**REQUIREMENTS:**

* Must possess a High School Diploma or GED
* Must be able to use effective communication skills with good judgment
* Must have the ability to deliver quality, accurate work within an established time-frame
* Must work effectively in a team environment
* Must possess strong organizational skills and the ability to prioritize workload
* Must be interested and willing to learn and grow within the company