**Job description**

Select Mortgage Corp. is seeking an administrator/receptionist for our Westshore location. This position is full-time, 5 days per week. Starting wage is $20.00/hr until successful completion of probationary period. Extended medical and dental health benefits offered after probationary period. Skills required for the position are as follows:

* Minimum typing speed of 60 wpm.
* Proficient in Microsoft Office and Windows (Word, Excel, Outlook, Mail).
* Minimum 2 years office administration experience.
* Basic bookkeeping skills.
* Preferred experience in Real Estate or Mortgage Broker office but not required.
* General knowledge of different social media platforms.
* Willingness to learn Mortgage Brokering platforms.
* Willingness to learn and train on customer relationship management systems.

Job Types: Full-time, Permanent

Salary: From $25.00 per hour

Benefits:

* Dental care
* Disability insurance
* Extended health care
* Life insurance
* On-site parking
* Paid time off
* Vision care

Schedule:

* 8 hour shift
* Day shift
* Monday to Friday

Education:

* Secondary School (preferred)

Experience:

* Administrative experience: 2 years (required)

Work Location: In person

Complete Job Description of Duties available on Select Mortgage website www.selectmortgage.com.