



We are Hiring! Who do you know that we should know?

The Partners Marketing Group is currently hiring a Contract Administrator to start as early as January 2021.

**Job Title: Contract Administrator**

- Reviewing and approving contracts and addenda
- Data entry/research
- Bookkeeping / Invoicing (PREC)
- Rental Property Books
- Budget Tracking
- Assisting in the beginning stages of a development
- Audits on developments
- Opportunity to make extra money during sales events on weekends

This role requires extremely high attention to detail and organization. Perfect for the paper lover, who appreciates systems, is good with numbers, spreadsheets, tracking budgets, and keeping everything in order. This role will be responsible for reviewing and approving paperwork, assisting with data entry and site research, tracking budgets for PMG as well as developments, and assisting the admin department. Training will be provided. Experience is valued but not necessary, program experience is a strong asset but also not required.

Schedule: Monday-Friday Full time

Compensation: Salary pay \$3,360/month with room for growth and bonuses

Programs: Adobe, Quickbooks Online, and Office 360 (Microsoft Excel and Word)

Please send all resumes to [thepartnersresumes@gmail.com](mailto:thepartnersresumes@gmail.com)

Check out more about The Partners Marketing Group at [www.thepartnersmarketinggroup.com](http://www.thepartnersmarketinggroup.com)