

Retail Lease Trac

Data Entry/Research position for local, family-run business

- strong phone & computer skills
- strong work ethic, ability to work independently or as a team
- Type 30-60 wpm
- MS Word & Excel
- Research new/existing retailers via email/phone
- expand/update our existing database of retailers with our step-by-step researching procedures.

Competitive Pay & Full Benefits

Training Provided

E-mail Resume to Cary@rltrac.com