

# IMMEDIATE OPPORTUNITY

## PART-TIME ADMINISTRATIVE ASSISTANT POSITION

### Keyser Marston Associates, Inc. Downtown San Diego

Keyser Marston Associates, Inc. (KMA) is a small but busy land economics consulting firm seeking an experienced and energetic part-time Administrative Assistant with an interest in playing a key role in the successful operation of our San Diego office.

KMA has one of the most prominent real estate advisory practices on the West Coast, with experience in all types of commercial and residential real estate. While best known for our role as advisors to public sector and institutional clients, our private sector practice includes major corporations, financial institutions, law firms, landowners, and developers. KMA provides services through three California offices: San Francisco, Los Angeles, and San Diego. Visit us at: [www.keysermarston.com](http://www.keysermarston.com) for more information.

The preferred candidate will have at least one (1) year comparable experience assisting in various daily office operations outlined below.

- Answering phones and greeting guests
- Sending and receiving email, regular mail, and deliveries
- Preparing business correspondence and coordinating meetings and events using Microsoft Office: Word, Excel, PowerPoint, and Outlook
- Operating and managing desktop and multi-function printers
- Ordering supplies and managing inventory
- Flexibility to multi-task and prioritize in a fast-paced office setting
- Ability to work cooperatively in a team environment

Employment terms and conditions:

- Compensation: \$18.50/hour or negotiable
- Hours: Negotiable but 5 hours/day, 4 days/week preferred
- Benefits: Pro rata sick leave, vacation, and holiday; 401K Plan and Profit Sharing Plan (to be employer-matched with minimum 1,000 work hours per year if employed at end of fiscal year, and subject to vesting schedule). Medical insurance not applicable if weekly work hours average less than 30.

Please send resume to: [mtactay@keysermarston.com](mailto:mtactay@keysermarston.com) or to Michael Tactay, Senior Analyst, Keyser Marston Associates, Inc., 555 West Beech St., Suite 460, San Diego, CA 92101.

**Application Deadline: Open until position is filled.**

**KMA IS AN EQUAL OPPORTUNITY EMPLOYER**



KEYSER MARSTON ASSOCIATES