



Needed: Full-time Administrative Assistant

Location: 7785 Estero Blvd  
Fort Myers Beach, FL 33931  
Approx ½ mile south of Holiday Inn

Hours: Open Monday-Saturday 8-5 (1 hour lunch)  
Employee will have 2 days off a week Sunday and one other day.  
Must be willing to work Saturdays

Pay: Good salary- Plus Excellent Benefits

Responsibilities: Administrative work- computer, phones, paperwork  
PR work- Welcome packets, dealing with owners, ect.  
Saturdays required- help with check-in check-out of owners  
and guests

Contact: Gail Klotz Resort Manager for details at 239-463-1133

Will possibly count for Field Experience/Internship must speak with Dr.  
Brezina.