



Professional Service Since 1898

BUSINESS MANAGER

Full-time professional position available in an active and well-established Northeast Harbor Real Estate and Rental Company. Candidate must: have the ability to manage all staff and independent contractors, administer all HR needs, oversee company budgets, have knowledge of real estate procedures and practice a plus, professional appearance and demeanor, reliability, friendly attitude, effective communication and ability to handle multiple projects with accuracy and efficiency. Strong computer skills in a Mac environment is preferred. Knowledge of the real estate field/license, PHR or SPHR certification a plus.

Submit cover letter, resume and the contact information for 3 professional references to,
The Knowles Company,
att: Mia Thompson,
P.O. Box 367,
Northeast Harbor, ME 04662
or e-mail to:
Mia@KnowlesCo.com