

## **Real Estate Office Administrative Assistant**

Job Type – Part Time, 15 - 18 hours to possible full time 40 hrs.

Compensation – \$16.00 - \$22.00 per hour

### **We are looking for a person who is looking for an opportunity, not a job!**

This person should have a track record of being dependable, engaging, enthusiastic, positive, efficient, confident, and dynamic. The individual should be assertive, passionate and people oriented who operate with a high sense of urgency. They should possess a strong desire to have a position where they lead and influence others. This person should view learning as the foundation of their action plan, have extremely high goals and are looking for a vehicle to achieve those goals.

- Provide administrative support to the Real Estate Manager and Agents with Inhouse Onboarding and Dotloop Contract Compliant processing.
- Maintain the office and front desk, order and maintain supplies and execute various clerical duties, ensuring that all polices, and procedures were fully followed.
- Maintaining of any Inhouse Monthly scheduling and event planning
- Collaborate with Real Estate Manager on the development and implementation of new processes and social media marketing, to continuously build our brand.
- Any other duties as required.

#### **PREFERRED REQUIREMENTS**

- High school diploma or equivalent
- Previous experience in Real Estate and Dotloop.
- Great communication skills
- Basic Computer/Web skills
- Has knowledge of Microsoft Office: 1 year preferred and customer relationship management software.
- Has knowledge of social media and experience with Canva.