

Administrative Assistant Job Posting

Seeking energetic, organized administrative assistant looking for long-term employment in a fast-growing, team-oriented atmosphere. Applicant must have a positive can-do attitude, and be proficient in all Microsoft Applications. Be excellent on the telephone and have an overall highly recognizable, people-pleasing demeanor. This job starts at \$16 per hour and offers room for growth plus discretionary bonuses (TBD).. Applicant should be an organizational guru with a passion for the paperless office lifestyle. This person must be a virtual task master, a doer, a checklist maestro, good communicator and be able to thrive in an ever-changing work day. . If this sounds like you, please email resume & cover letter.

PLEASE READ SKILLS AND DESCRIPTION BELOW. ONLY SERIOUS & QUALIFIED APPLICANTS.

Type: Full time

Position: In office administrative assistant

Responsibilities/Job Description: Transaction Management

Managing dates/deadlines specific to the transaction with all parties

Complete all office paperwork related to each transaction

Schedule appointments & coordinate/confirm with all parties

Manage multiple calendars

Paperwork (packets/uploading & editing photos)

Assembling misc. informational packets for clients, properties, and invitations.

Manage Databases

Import all transactions & update through closing including: dates, deadlines, and reminders

Keep all information related to transaction current (pending/sold)

Maintain & update schedules daily

Social Media: Maintain Facebook: Instagram, find resourceful information to post, update our page about our business & success.

Reports, Mailings, Misc.

Keep all mailing and data lists current (adding clients/removing returned mail)

Work with print shops, photographers, proof, tweak, approve only highest quality.

Monthly & daily reporting- accuracy is essential.

Field phone calls, leads, and set up appointments while agents are out of the office.

Schedule showings and prepare showing booklets for clients and agents.

No formal supervisory responsibilities in this position.

Skills Required *Must be organized, self-sufficient, and have excellent multitasking skills. Strong written and verbal communication abilities & strong analytical skills

Ability to provide efficient, timely, reliable and courteous service to clients.
Ability to problem solve and carry out general instructions in standard situations.
Microsoft Office Suite and general computer proficiency.
Decisions made with general understanding of procedures and company policies
To achieve set results and deadlines..
Extremely professional demeanor
Required experience: Assistant - Office Experience : 1 year