**Job Description**

Our commercial real estate brokerage is seeking an administrative assistant. The primary duty of this position is to support administrators, agents and brokers as needed. The ideal candidate has worked in a professional office for two years or more, enjoys taking on new tasks, can work on multiple projects at once and has the people skills necessary to communicate with clients, staff and other businesses professionally and effectively. This is a part-time position starting at 20 hours per week with potential for future growth. Schedule is Monday-Friday approximately 10:00 a.m.-2:00 p.m. Successful candidate should have flexibility to work alternate or additional hours as needed. We offer a competitive wage, vacation/holiday pay, and training in the real estate industry, all within a synergistic work environment.

Responsibilities

* Answer phone calls and email messages promptly, and notify staff members of important information
* Prepare and distribute correspondence, agreements and contracts as directed
* Copy, scan, and file documents
* Research and compile property information for agents and brokers
* Transmit new listing information to marketing designer
* Maintain inventory of current listings and marketing materials
* Update third-party marketing sites with current listing information
* Respond to maintenance requests from tenants and record activity

Skills

* Proficiency with Microsoft Office Suite including Word, Excel, Publisher, and Power Point
* Excellent written and verbal communication skills
* Attention to detail and ability to multitask projects for multiple administrators, agents and brokers, prioritizing workload independently

Job Type: Part-time

Salary: $18-$20 per hour

Benefits: Paid holidays and vacation

8/4/20