

Keller Williams South Shore—Griggs Realty Group

Job Description – Assistant (Real Estate)

Are you looking for an opportunity to take your talents to the next level? A highly effective and busy Realtor is looking for a talented administrative assistant to support her team. The Assistant will support agents by handling data entry, listings, document prep, social media and multifaceted general office support. The Assistant will also be responsible for the showing scheduler, preparing mailers, online marketing, checking on listed properties and assisting customers. The ideal candidate is experienced in managing schedules, project completion, personally assisting a busy executive, extremely detail oriented and highly professional. The right candidate is an outstanding individual with integrity and honesty, possessing professional interpersonal and excellent communication skills.

Benefits include paid holidays, bonuses for each property closing, flexible hours/telecommuting, and profit sharing.

Please send a resume and cover letter explaining how you are a match for this opportunity to jenkwr@gmail.com. References and examples of work or social media expertise may be included in the submittal. Include "I WANT TO BE YOUR NEW ASSISTANT" in your email subject line. Deadline for submittal: January 4, 2016.

Qualifications:

- Local knowledge of the South Shore area
- Excellent written and verbal communication skills
- Effective decision-making skills
- Advanced knowledge of computers, MS Office software, social media, and online research.
- Real estate experience and/or license is a plus
- Must have a flexible schedule and reliable vehicle
- Must be completely proficient with the English language in speaking and writing. (A second fluent language is not necessary but would be a plus.)
- Must have excellent basic math skills.
- Must possess interpersonal and organizational skills as well as strong but pleasant communication skills and be able to work as part of a team.
- Must have a pleasant rapport with potential buyers in person and over the phone assisting with some home buying needs.
- Will possess a high standard of excellence expected to work with a sense of urgency and accuracy.
- Must be detailed oriented and handle all real estate documents with accuracy keeping with state compliance.

Job Type: Full-time

Desired experience: Office or sales experience: 2 years

Required license or certification: n/a

Required education: High school or equivalent

Required language: English

Salary: \$30,000