REAL ESTATE ADMINISTRATIVE ASSISTANT

Job Description:

**Real Estate Administrative Assistants** primary role is to help realestate sales agents perform efficiently. People in this job have clerical duties such as scheduling appointments and organizing files alongside customer service duties to meet the needs of clients and visitors. A good real estate administrative assistant will keep the office running smoothly, allowing the real estate sales agent to focus on dollar-producing activities.

Job Responsibilities:

* Complete paperwork for all real estate transactions in a timely manner to ensure a deal is closed as quickly as possible
* Monitor deadlines and provide notices to appropriate parties when necessary
* Ensure each transaction complies with legalities and any tax withholdings are complete
* Schedule necessary appointments with all parties, including open houses and the final walkthrough
* Help organize community outreach events to improve our standing in the local area
* Produce all marketing materials including brochures, flyers, online marketing, social media posts, etc. to continuously build our brand
* Compile and distribute weekly/monthly reports and communicate key results to the rest of the team to ensure company goals are being met
* Deliver concierge-level customer service to sellers, buyers, and lenders to improve customer satisfaction ratings
* Participate in training sessions to improve skills with administrative tasks in the real estate industry
* Greeting clients, answering the telephone and making follow-up calls.
* Preparing correspondence, scheduling meetings, and making travel arrangements.
* Preparing real estate forms and documents.
* Coordinating showings, assisting at open houses, and obtaining feedback.
* Ordering supplies, preparing and distributing marketing materials.
* Maintaining electronic and paper filing systems.
* Preparing listing materials and posting property listings.
* Managing a client database and preparing reports.
* Assisting with closing processes.
* Performing other duties as assigned.

Job Qualifications:

* High School Diploma
* Associates in business administration or related field preferred
* Experience as a real estate administrative assistant

Opportunities as a real estate administrative assistant or are available for applicants without experience in which more than one a real estate administrative assistant is needed in an area such that an experienced a real estate administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Awareness of the real estate market industry laws and regulations