



<https://intscanada.com/job/%e8%a5%bf%e4%ba%ba%e5%9c%b0%e4%ba%a7%e5%85%ac%e5%8f%b8-2/>

Real Estate Assistant

Description

High-end real estate brokerage is seeking a Full-Time Administrative Assistant. The successful candidate is an organized individual with a high attention to detail and the ability to multi-task in a fast paced work environment. This is a fantastic opportunity for someone looking to be part of a dynamic team.

Responsibilities

- Offers: Prepare offers and all related documentation, for both residential and commercial properties
- Brokerload: input MLS listings, upload photos, process new listings (incl price changes, extensions etc)
- Marketing/Printing: Creating and printing marketing material for agents including but not limited to – feature sheets; marketing presentations for Buyers & Sellers; Just Listed/Sold cards
- Website: Update and manage company website with listings, photos and agent profiles
- Back-Up Reception: Cover front desk lunch relief and breaks
- Other duties as assigned

Qualifications

- Minimum of 5 years experience in an administrative role, real estate admin experience necessary
- Strong organizational, time management and communication skills. Ability to meet deadlines.
- Able to work in a fast paced environment, multi-task and prioritize work as necessary
- Must be proficient in Microsoft Office Suite, InDesign, WEBForms and BrokerBay programs
- Motivated person with a professional and positive attitude
- Strong customer service skills
- High level of discretion and confidentiality

Job Benefits

- Company events
- Bonus pay

Contacts

Send your resume to intsconsulting.hr@gmail.com

Hiring organization

INTS Consulting

Employment Type

Full-time

Job Location

Toronto, Ontario

Working Hours

8 hour shift

Base Salary

\$ 42,000.00 - \$ 47,000.00

Date posted

2022-08-05