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???? Real Estate Deal Secretary

Hiring organization
INTS Consulting ????????

Employment Type
Full-time

Job Location
Vaughan, ON

Working Hours
8 hrs shift

Base Salary
$ 42,000 - $ 45,000

Date posted
2021?11?9?

Description

We are currently seeking a **Deals Secretary for a Brokerage in Vaughan, ON.**

You must KNOW & be PROFICIENT in LONE WOLF SOFTWARE. Only apply if you meet the criteria.

Responsibilities

- Entering deals into Lone Wolf
- Following up with agents about outstanding documents
- Invoicing co-operating brokerages for commission
- Handling of incoming emails by responding in a timely manner
- Back up for Receptionist for breaks and vacation;
- Other duties as assigned.
- Finalize deals and **be able to cut the cheque on Lone Wolf**
- **Understand how to do EFT through Lone Wolf**

Qualifications

- MUST KNOW HOW TO USE Lone Wolf Software
- Proficient knowledge of Microsoft Office applications (Word & Excel)
- Highly analytical and data-driven experience – ability to look at inefficiencies and make processes better
- Strong attention to detail
- Excellent written and verbal communication skills
- A team player that works well under pressure and has the ability to work in a fast-paced environment
- Post-secondary education in a related discipline or related working experience

Job Benefits

- Bonus pay
- Overtime pay

Contacts

Send your resume to intsconsulting.hr@gmail.com