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???? Receptionist/Administrative Assistant

Hiring organization
Real Estate Office

Employment Type
Full-time

Job Location
Richmond Hill

Working Hours
40 hours per week, Monday – Friday, 9am to 5pm

Base Salary
$ 15 - $ 17

Date posted
2021?10?12?

Description

We are looking for an enthusiastic candidate to provide support to a busy and growing Real Estate Agent! You will be responsible for administration, marketing, social media, as well as other duties as described below.

Responsibilities

- Uploading and updating listings on MLS
- Preparing offers and listing documents using WebForms
- Booking appointments and tracking confirmations – following up where required
- Co-ordinating listing property set-up and preparation, such as booking / coordinating / scheduling photographers
- Co-ordinating or installing/ removing signs and lockboxes
- Co-ordinating schedules
- Data entry
- Expense-tracking
- Reviewing mail, keeping the office tidy and organized
- Updating client information and managing client database
- Managing client relationship tasks such as following up and ensuring all required documents are collected and correctly completed
- Following up and responding to emails

Qualifications

- 1-2 years of administrative real estate experience is required
- Exceptional communication and customer service skills, including excellent telephone manner
- High level of initiative and the ability to multi-task
- Ability to work independently and as part of a team
- Excellent organizational skills and attention to detail
- Strong time management capabilities
- Accurate data entry and reporting skills
- Ability to work very well under pressure
- Marketing knowledge is considered an asset
- Minimum high school education, with a preference to college level courses/ diploma

Access to your own vehicle is not required but would be an asset

Job Benefits

Paid time off – vacation paid

Contacts

Send your resume to intsconsulting.hr@gmail.com