



https://intscanada.com/job/%e5%9c%b0%e4%ba%a7%e5%8a%a9%e7%90%86-real-estate-assistant/

Real Estate Assistant

Hiring organization

INTS Consulting

Description

Real Estate Assistant

Date posted

2023-05-16

Job Overview

We are hiring a talented Real Estate Assistant professional to join our team. If you're excited to be part of a winning team, UTOI is a great place to grow your career.

Responsibilities for Real Estate Assistant

Assist real estate agents for all types of real estate and property promotion, social media platform promotion, and answer all calls and inquires.

Assist real estate agents with the coordination and preparation of successful open house events

Prepare, deliver and pick up real estate documents

Create, design and distribute real estate brochures

Handle advertising of the property online and offline

Coordinate, oversee and inspect the completion of repairs on the property that is for sale

Obtain information and public records about property for sale

Assist in property management for rental properties

Assist in the sale and purchase contracts of properties

Qualifications for Real Estate Assistant

Strong literacy and numeracy skills to handle administrative tasks

Knowledge of basic computer skills to track and monitor leads and feedback

Working knowledge of social media for monitoring and advertising purposes

Graphic design experience preferred to create advertisements

Administrative, accounting and marketing experience preferred

Ability to handle multiple projects at the same time as well as prioritize and manage time efficiently

Ability to communicate effectively with buyers, sellers, real estate agents and repair

persons both verbally and in writing

People-oriented, dedicated to customer service, extremely organized and attentive to detail

Ability to work independently but also follow the instruction of lead real estate agents

Must have at least two years relevant experience working in a real estate company

Must have a car and a G driver license.

Must have authority to work in Canada.

Must be able to speak, read, and write in Chinese and English fluently.

Salary: Base salary + commission + bonus.

Location: Hybrid, work from home most of the time.

Real estate agent license is NOT required but will be a plus.

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[Placeholder]\$15.5-\$17/hr[Placeholder]

[Placeholder]Hybrid[Placeholder]

Job Types: Full-time, Permanent

Salary: \$32,000.00-\$70,000.00 per year

Benefits:

- Casual dress
- On-site parking

Schedule:

- 8 hour shift

Education:

- AEC / DEP or Skilled Trade Certificate (preferred)

Experience:

- [Placeholder]: 1 year (required)

Language:

- Mandarin (required)
- English (required)

Work Location: Hybrid remote in Markham, ON L3R 0N8