

## Executive Assistant / Real Estate Team

### Description

Our mission is to create a first class buying and selling experience for all of our clients and we are seeking an Administrative Assistant who is passionate about helping us reach our objectives and supporting the team.

The ideal candidate will have experience in administration in real estate with the desire for growth within the company. The natural ability to organize and prioritize daily tasks with minimal direction is critical in this position. Excellent communication and client service skills are a must.

We are seeking someone who adheres to the highest ethical standards, possesses impeccable attention to detail and exhibits an exceptional professional manner. If you have the gift of hospitality, thoroughly enjoy interacting with others and have an amiable, outgoing and pleasant demeanor, we look forward to hearing from you. We are searching for a person who genuinely desires to help others, takes pride in their quality of work and also has the ability to multi-task and solve problems.

There is opportunity for advancement for someone who desires to contribute to the growth and refinement of the organization they work with. This is an excellent opportunity to contribute to the growth of an organization while advancing along with it.

### Responsibilities

- Office Management – supplies, errands
- Coordinate staging, photos, inspections
- Act as a liaison between clients and agents
- Client care packages, client events
- Participate in company-provided training sessions
- Compile and distribute weekly/monthly reports to clients (buyers and sellers)
- Manage contract to close process
- Property marketing (MLS, Website, Social Media)
- Create and maintain an operations manual that documents all systems and standards
- Be the first point of contact in handling customer inquiries and complaints
- Create, maintain and utilize a complete lead follow-up system
- Provide 5 referrals to the team per year
- Enter critical dates for property sales on shared Google Calendar
- Shall send out weekly reminders of upcoming critical dates via email
- Work with the title/mortgage company as a secondary liaison on any necessary information/documentation to help get the property to a successful closing
- Coordinate seller listing sign installation and removal at the appropriate times
- Continue to take day to day office tasks away from agent, organizing workflow and reducing inefficiencies
- Manage website, blog sites and social media

### Employment Type

Full time

### Industry

Real Estate

### Job Location

Kansas City

### Base Salary

\$ 30,000 - \$ 50,000

### Date posted

August 30, 2018

## Qualifications

- **MUST have Kansas and Missouri active Real Estate License**
- Technologically savvy and able to learn new programs quickly and able to troubleshoot common issues; proficiency in Word, Excel, PowerPoint, Outlook, MLS, and Internet skills
- Have excellent attention to detail and high-level accuracy with documents
- Flexible in daily routine; ability to prioritize and manage shifting responsibilities
- Ability to assess, prioritize and act quickly
- Learning based and solution oriented
- Deadline driven and extremely organized
- Open to new ideas and systems
- Able to make quick and effective decisions, solve problems, as well as maintain confidentiality
- Excellent verbal and written communication skills
- Proficient in time management
- A true professional, who supports the entire team in achieving their goals
- CAN DO ATTITUDE!