

Executive Assistant // Real Estate Team

Description

The Executive Assistant is a highly assertive, passionate, organized, people-oriented expeditor who operates with high urgency. They have strong communication skills and naturally connect with others. When people who know them describe them, they point to their energy and passion. They are dynamic, fearlessly resourceful and will push to get answers.

This individual possesses a strong desire to have a position where they lead and influence others. They are natural leaders who embrace succeeding through others, bottom-up leadership and building a team. They view learning as the foundation of their action plan. They understand basic financial reporting (e.g. P&Ls and spreadsheets) and how to use these to make the right business decisions. They are highly responsible and accountable.

The Executive Assistant is committed to completing tasks the right way with a high degree of quality. They are deeply committed to supporting the team leader in achieving greater and greater levels of success, developing their own skills and developing into a supportive leader on the team. As the success of the team grows, this individual will be an integral part of hiring, training and leading additional team members to ensure all administrative tasks of the lead agent's business continue to be completed to high standards with maximum efficiency. A successful candidate will be efficient and passionate about teamwork and want to succeed at a high level.

Responsibilities

Create marketing material to promote listings, closings etc. for print, email and social media outlets. purchasing signs, promotional material, business cards, etc.
Hiring and on-boarding new team members: training, consulting and accountability.

Maintain an operations manual that documents all systems, procedures, and standards.

Build, implement and manage all systems for clients, lead generation, database management and back office support.

Support the transaction – Oversee all transactions through closing.

Act as a liaison between clients and agents.

Be the first point of contact in handling customer inquiries and complaints.

Create, maintain and utilize a complete lead follow-up system.

Coordinate the purchase, installation, and maintenance of all office equipment.

Qualifications

Real Estate or Operations experience

Technologically savvy and able to learn new programs quickly and able to troubleshoot common issues; proficiency in Word, Excel, Powerpoint, Outlook and Internet skills

Experience managing people and projects

Possess a high level of self-confidence and demonstrate the ability to take initiative

Have excellent attention to detail and high-level accuracy with documents

Ability to assess, prioritize and act quickly

Learning based and solution oriented

Deadline driven and extremely organized

Continue to maintain the goodwill and reputation of the entire team

Employment Type

Full time

Industry

Real Estate

Job Location

Margate City

Base Salary

\$ 50,000 - \$ 75,000

Date posted

November 27, 2018

A true professional, who supports the entire team in achieving their goals