

# Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/administrative-assistant-keller-williams-realty-services-pompano-beach-fl-us/>

## Administrative Assistant KELLER WILLIAMS REALTY SERVICES, Pompano Beach, FL US

**Hiring organization**  
Your Realty Leverage, Inc.

### Description

Our team is in search of a professional, outgoing administrative assistant to add to our successful Commercial Real Estate team!

**Employment Type**  
Full-time

### Responsibilities

This role is essential to the success of our company by:

**Date posted**  
April 21, 2022

- Serving as the primary point of contact with prospects & clients-ensuring that excellent customer service and client experience is being provided
- Increasing productivity by following office procedures and shadowing phone calls/meetings as necessary
- Scheduling & confirming important appointments
- Tracking important deadlines and timeframes and ensuring any contingencies or tasks are completed accordingly
- Assisting in marketing our brand online and at events
- Generating status reports to keep all relevant parties informed
- Displaying excellent written and verbal communication skills
- Being technologically savvy (Microsoft Office Word, Publisher and Excel)
- Learning new programs quickly and troubleshooting issues
- Inputting & maintaining contacts in CRM
- Consistently nurturing database and acquiring new contact information

### Qualifications

The ideal candidate will have:

- Integrity
- Strong written and verbal communication skills
- Attention to detail
- Time management skills
- Project management experience
- Ability to meet deadlines
- General knowledge of marina operations a plus
- College degree a plus

### Job Benefits

\$21 – \$23 hourly + Profit Share + 401K