

Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/executive-assistant-heritage-home-partners-edgewood-wa-us/>

Executive Assistant HERITAGE HOME PARTNERS EDGEWOOD, WA US

Hiring organization
Your Realty Leverage, Inc.

Description

Heritage Home Partners

Employment Type
Full-time

Base Salary
\$ 40,000

Date posted
February 4, 2022

We're looking for a professional, proactive, highly-organized executive assistant to play a key role in our growing team. You'll be responsible for assisting our team with administrative duties such as client care, event planning, transaction coordination, and making processes efficient to maximize profitability and productivity. If you love the idea of stepping into a versatile role and working closely with leadership, we want to hear from you!

Responsibilities

- Report incoming information like phone calls, messages, memos, and emails to an executive
- Build, implement, and manage systems for sellers, buyers, client nurture, & database management
- Oversee all post-closing systems
- Create and maintain an operations manual that documents all systems and standards, in extensive detail
- Responsible for coordinating activities related to listing activation and listing maintenance
- Responsible for coordinating event details, marketing, and attending each client event
- Assist agents with document management, client communication, and broker/compliance approval
- Social Media & Email Marketing
- Willingness to obtain license within first ninety days

Qualifications

- Comfortable meeting deadlines and handling confidential information
- Strong organizational skills, communication skills, time management skills, and interpersonal skills
- Experience using Microsoft Office

- Real Estate Experience preferred
- Strong written and verbal communication skills
- Marketing skills – social media, print, and web-based using Canva and other in house platforms
- Exceptional organizational and project management abilities
- Bookkeeping skills – skilled with excel
- Great ability to focus
- Calm under pressure
- Learning-based
- Service-based attitude
- Proven ability to succeed

Job Benefits

\$40,000 Base + Per Transaction Bonus