

Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/executive-assistant-peterborough-nh-us-halliday-real-estate/>

Executive Assistant Peterborough, NH US (Halliday Real Estate)

Hiring organization
Halliday Real Estate

Description

The Executive Assistant is an individual who relishes the opportunity to implement and manage multiple systems with minimal supervision. The Executive Assistant is deeply committed to completing tasks the right way with a high degree of quality, attention to detail, and consistent communication. This person has immense focus and can do one thing for a long time without getting distracted, as well as the ability to stay calm among the whirlwind and urgent matters. Customer service – to our clients and to our colleagues – is near and dear to this individual because people matter the most. The right candidate thrives in a fast-paced environment to support the team in managing the client experience and will take on a wide variety of challenges and provide creative solutions. A true professional that is growth-minded with the ability to think on their feet, be highly adaptable, with a positive attitude.

Employment Type
Full-time

Base Salary
\$ 40000 - \$ 50000

Date posted
September 9, 2021

Responsibilities

- Build, implement, and manage all systems for sellers, buyers, lead generation, database management, information management, and back-office support
- Responsible for all financial systems, including maintaining the books and generating financial reports
- Oversee all contracts through closing
- Create and maintain an operations manual that documents all systems and standards
- Responsible for coordinating activities related to listings activation and listing maintenance
- Sign and lockbox placement
- Home Value Reports
- Bi-weekly seller calls
- Responsible for inputting listings in Multiple Listing Service (MLS)/NEREN system.
- Assist agent with document management (Dotloop/Skyslope), client communication, and broker approval
- Responsible for communication with sellers and validation of listing details
- Responsible for Open House coordination and set up
- Social Media and Email Marketing

Qualifications

- Real Estate Experience preferred
- Strong written and verbal communication skills
- Marketing skills – social media, print, and web-based
- Exceptional organizational and project management abilities
- Bookkeeping skills – skilled with excel
- Team player
- An enthusiastic, passionate, positive, upbeat attitude
- Calm under pressure
- Self-motivated
- Detail-oriented
- Proven ability to succeed

Job Benefits

\$40,000 – \$50,000 annually – plus bonus opportunity.