

Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/real-estate-broker-assistant-homevision-group-ridgefield-ct-us/>

Real Estate Broker Assistant HOMEVISION GROUP, RIDGEFIELD, CT US

Hiring organization
Your Realty Leverage, Inc.

Employment Type
Full-time

Date posted
April 12, 2022

Description

We're hiring a driven real estate executive assistant to support the supervising broker and carry out basic administrative tasks. You'll serve as a liaison between the broker and clients and be responsible for screening and conveying relevant messages and making appointments and travel arrangements for the broker. You will also be responsible for the safe-keeping of customer information in the database, keeping the office supplies well-stocked, and working with other departments when necessary. Candidates should be quick problem solvers, extremely organized, and have some experience in a relevant field. If you think you'd be a great fit, apply today!

Responsibilities

- Input information received about clients through streamlined database management
- Function as the main point contact for the principal broker

- Build, implement, manage all systems
- Organize team events
- Manage database and communicate with it
- Oversee all listing files and marketing
- Generate emails, and market reports
- Create and maintain an operations manual [aka] Playbook of the team
- Serve as the point of contact for customer inquiries
- Create and track a lead follow-up system
- Take over day-to-day office tasks

Qualifications

- Accustomed to navigating computer software such as Microsoft Office and MLS
- 2-3 years experience providing administrative support in a personal assistant role, or similar
- High school diploma or G.E.D. required
- Able to effectively communicate to clients and other team members in a timely manner
- Possesses discernment for working with confidential information and tight deadlines

- Knowledge of real estate transaction process
- Some active experience as a real estate agent or assistant
- Very technologically savvy; able to learn new programs quickly
- Excellent attention to detail and accuracy
- Ability to prioritize shifting responsibilities and be flexible in daily routine
- A passion for what you do and for client satisfaction
- Accustomed to navigating computer software such as Microsoft Office and MLS
- 2-3 years experience providing administrative support in a personal assistant role, or similar
- Prior experience in real estate is a bonus
- Excellent communication skills and organizational skills
- Real Estate License Preferred, Real Estate Experience Required
- **Familiarity with real estate sales process in Connecticut**
- Contract to Close Coordination
- 2+ years of Administrative experience
- Strong written and verbal communication skills
- Marketing skills – social media, print, and web-based
- Exceptional organizational and project management abilities
- Bookkeeping skills
- Great ability to focus
- Concerned about doing things the right way
- Calm under pressure
- Learning-based
- Service-based attitude
- Proven ability to succeed
- Technology savvy

Job Benefits

\$40,000 – \$45,000 + Bonus Potential