

Fiki Properties Group

HOUSTON, TX

https://yourrealtyleverage.com/?post_type=jobs&p=3912

Real Estate Executive Assistant

Description

Fiki Properties Group

We are looking for experienced, motivated and driven professionals who demand to be a member of a top-performing sales team where they can truly make a difference and progress in their career. We are looking for a professional who is extremely detail-oriented with a passion for excellence. If building systems, growing a business and solving problems sounds exciting, keep reading!

As the Executive Assistant for the Fiki Properties Group you will enjoy:

- A healthy income that allows you to pay off debt, build wealth, invest, save and give
- Quality time with your family and loved ones
- The ability to achieve goals and dreams that you never dreamed possible
- The ability to achieve optimal health through nutrition, exercise, sleep and rest
- The ability to explore and discover your life's purpose
- The ability to dramatically impact your community and the world around you

Note: Please do not contact Fiki Property Group directly or you will be eliminated from consideration. We have partnered with a company that will oversee the recruiting process. Please apply through this posting for consideration. Thank you!

Responsibilities

- Designs, implements, and manages systems for better efficiency within the role
- Utilize strong communication and follow up skills to schedule and coordinate appointments
- Ensures we close all our deals on time and problem solves issues
- Manages and coordinates all photos, lockboxes, and sign delivery to new listings
- Maintains a spreadsheet with projections and closings
- Manages weekly P and L and other key financial metrics
- Showing assistant for accompanied showings. Must be able to show million-

Hiring organization

Your Realty Leverage, Inc.

Employment Type

Full-time

Industry

Real Estate

Job Location

HOUSTON, TX, US

Base Salary

\$ 35,000 - \$ 55,000 per year plus bonuses, DOE

Date posted

December 11, 2020

dollar homes

- Maintains database and updates client files on any changes to any contact info
- Write and Place Advertising on social media platforms
- Ensure daily videos are completed and posted to all the social media accounts

Qualifications

- 2+ years experience in a similar role, real estate admin experience STRONGLY preferred
- Must have (or be willing to obtain) a Real Estate license
- Excellent verbal and written communications skills
- Strong phone voice and the ability to build rapport quickly over the phone
- Strong sense of urgency and proactivity required
- Excellent organizational and time management skills with STRONG attention to detail
- High energy personality
- Team oriented, learning-based, possessing sheer grit and the will to succeed
- Ability to work in a very fast-paced environment and under strict deadlines
- Must be a PROBLEM SOLVER with a “get it done” attitude
- Self-starter with strong initiative
- May require some after-hour or weekend responses to clients and/or agents