

Your Realty Leverage, Inc.

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Real Estate Executive Assistant (Newton, MA US) – Chris Kostopoulos Group

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 tech-savvy professional who gains fulfillment from work wants to succeed, strives to please, and wants to grow to new heights.

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Responsibilities

- Support the real estate office as needed with other assistant duties, such as picking up orders
- Implementing filing systems and order office supplies as needed

- Refine, 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
- Refine 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 the Multiple Listing Service (MLS) systems
- Assist listing agent with document management, 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 Email Marketing

Hiring organization

Chris Kostopoulos Group

Employment Type

Full-time

Job Location

Newton, MA US

Base Salary

\$ 50000+

Date posted

June 24, 2021

Qualifications

- Strong interpersonal skills and time management skills
 - High school diploma required
 - Used to handling private information and meeting hard deadlines
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- 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
 - Service-based attitude
 - Proven ability to succeed