

## Job Description

### Title: Real Estate Administrative Assistant [AA]



We have an immediate opening for an individual with solid front office skills and the ability to assist with data management, marketing design, and digital document control.

The Administrative Assistant should be able to multi-task and work well in both a single and group work environment. Good writing and verbal communication skills are required. The AA position involves interaction with the public and other business professionals. The AA must be self-motivated and have a strong desire to work in a professional office setting with people who are also highly motivated. The applicant must also be open to learning new skills which the position may require.

### Minimum Qualifications

Associate degree in either business administration, management, marketing, or paralegal studies OR a similar business field of study, OR a minimum of two years of full time experience working as an administrative assistant in a professional office setting. A resume with education, work history and work references is required. A background check will be performed. Dress code is business casual.

Position requires a good working knowledge of Windows based computers and some standard office software applications. Business software commonly used includes Microsoft Word, Excel, Adobe Acrobat, Quickbooks, PowerPoint, Pinnacle Studio, and Outlook. Training will be provided for any proprietary software used at the office.

## Duties

The AA is responsible for providing general front desk support, including, but not limited to:

- Answer telephones and handle all incoming calls. This will include announcing and transferring calls, taking messages and assisting callers with general questions.
- Greet visitors and provide courteous assistance to those at the front desk.
- Communicate and assist managing brokers with clerical duties. This includes making phone calls, creating documents, labels and folders, faxing, scanning, filing, typing, editing, copying, and distributing of both paper and digital documents.
- Administer UPS and FedEx delivery and receiving
- Mailings via fax, regular US mail, broadcast email, and preparation of scheduled bulk mailings
- Updates to databases and maintain both the paper and digital document libraries
- Security of sensitive and/or confidential documents and information
- Can communicate effectively by all means including via email, text, and telephone.
- Will assist with preparing materials for uploading to the company web site and social media content
- MLS data entry and maintenance of a digital photo library
- Maintains office environment and the kitchen supply inventory
- Completion of PDF fill-in forms for delivery to management and sponsored brokers
- Back up data to local and cloud storage locations

## **Wages Commensurate with Experience**

Starting wage will be determined by previous work experience and whether part-time or full time employment is offered.

## **Paid Holidays (7)**

Christmas, New Years, Memorial Day, Easter, Thanksgiving, Labor Day, Fourth of July \*

\* There are some unofficial holidays and weather related days each year that the office may be closed which are not treated as paid holidays.

## **Accrued Vacation**

Vacation time begins to accrue after the first 90 days of employment is completed. Full and part-time time employees will receive 1 hour of Earned Paid Vacation Credit for each 40 hours of work completed. Vacation time can accrue up to a total of 10 days per year. Vacation days not taken are paid at the end of each calendar year. Work hours counted toward vacation do not include paid holidays.

## **Travel and Training**

This position may require limited out of area travel to attend training programs at RE/MAX International headquarters, our regional office, or at locations established by the National Association of Realtors. All travel, meals and accommodations to all agency staff training and education events will be paid by the company.

## **Hours**

9:00 am to 4:30 Monday through Friday, 30 minute lunch.

## **Send a Typed Resume and Work History To:**

**Postal Mail:**  
**RE/MAX Careers**  
**1002 S Division**  
**Carterville, IL 62918**

**Email PDF Resumes and Work History To:**  
**jobs@remax-classic.com**

**Interviews will be arranged upon a review of resumes received.**

**No walk-in or phone calls, submit a resume.**