



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 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 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 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 office software. Business software commonly used includes Microsoft Word, Excel, Adobe Acrobat, Quickbooks, PowerPoint, Pinnacle Studio, Wordpress, and Outlook.

Duties

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

- Answer telephones and handle all incoming calls. This may include announcing and transferring calls, taking messages, paging employees, and helping callers with questions.
- Greet visitors providing courteous service to help meet the needs of those at the front desk.
- Communicates and assists staff with clerical duties. This includes making phone calls, creating labels and folders, faxing, scanning, filing, typing, editing, copying, and distributing
- Maintain and administer UPS and FedEx
- Mailings: via fax, regular, broadcast email, and preparation of bulk mailings
- Updates to databases and maintains the digital document libraries
- Handles sensitive and/or confidential documents and information
- Communicates effectively by all means including via email, telephone, etc.
- Assists with preparing and uploading company web site and blog postings
- MLS data entry and maintenance of a digital photo library
- Maintains office and kitchen supply inventory

Wages

Starting wage is \$ 10.50 per hour, bi-weekly payroll, 9 am to 5 pm, 30 minute daily lunch.

Paid Holidays

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

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

Paid Vacation

One week (5 consecutive business days) is earned after the first 12 months of employment are completed, two weeks (10 consecutive work days) are earned after 24 months of employment are completed. Paid vacation may not be taken until the first 12 months of employment are completed. Vacation time may be taken at anytime after the year it is earned but must be taken while under current employment and may not be taken in combination with any prior year's vacation. Paid vacation leave requires a one week advanced notice. A vacation day will be forfeited if taken in conjunction with a paid holiday. Vacation days used must be consecutive business days but may span over a weekend.

Travel and Training

This position may require 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 events will be paid by the company.

Mail Resume and Work History To

RE/MAX Careers
PO Box 490
Carterville, IL 62918

OR

Email PDF Resume and Work History To
jobs@remax-classic.com

OR

Fax Resume and Work History To
618-985-6161