

ASSISTANT TO REAL ESTATE PROFESSIONAL

JOB DESCRIPTION

Division/Department

Residential Sales Team

Location

Greater St. Louis, MO Area

Job Title

Assistant to Real Estate Professional

Position Type

Full-Time

Travel

As Necessary/Must have Transportation

Salary

Hourly Pay Based on Experience

Hours

40+ Hours per week/weekend

General Description

Active, growing real estate company seeking a dedicated, capable individual who will assist our Real Estate Professional with all needed administrative responsibilities.

Experience and Technical Requirements

- Excellent interpersonal skills
- Attention to detail
- Working knowledge of Microsoft Office applications
- Project Coordination experience
- College degree preferred
- Must have own transportation and be willing to run errands

Key Responsibilities

- Transaction & Client Care Coordination
- Managing Calendar & Scheduling Meetings
- Office support duties including, but not limited to, faxing, copying, scanning, & mail distribution
- Data entry management in databases
- Assist with fielding calls, research, and follow-up
- Oversee marketing campaigns
- Create new processes to simplify efforts
- Market research
- Various other administrative responsibilities

Manor Real Estate provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran, disability, or genetics.

****To apply for this position, please send your resume and cover letter to HR@ManorRealEstate.com****