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| Postion: | Administrative Assistant | | Position Type: | Full Time | |
| This position is a full-time administrative assistant for a growing real estate agent at Keller Williams. Training provided. We are looking for, but not limited to, someone who is interested in starting a career in Real Estate. | | | | |
| Applications Accepted By: | | | | | |
| E-mail:  [will\_frederick@yahoo.com](mailto:will_frederick@yahoo.com) or baleigh.vinyard@gmail.com | | Mail:  Will Frederick  710 SW Railroad Ave., Ste. C  Hammond, LA 70403 | | | |
| Job Description | | | | | |
| Role and Responsibilities   * Entering listings * Marketing listings * General office duties * Developing prospective client lists * Managing incoming calls * Keeping up with paperwork for our listings and buyers * Errands; putting out lockboxes, flyers, signs, etc. * Website maintenance * Data entering   Preferred Skills  We are looking for someone who has some knowledge of real estate, who is willing to learn, and will help our team continue to grow into a better business.   * Knowledge of Microsoft Word, and Excel * Friendly persona * Able to multi-task * Knowledge of some real estate * Flexible schedule | | | | | |