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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 or baleigh.vinyard@gmail.com | Mail:Will Frederick710 SW Railroad Ave., Ste. CHammond, 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
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