

## **Part time Real Estate Assistant for 10-30 hours/week**

Shorewest Realtors

Seeking a dynamic individual to grow alongside a successful Realtor. Candidate should have excellent computer skills, a good sense of humor, be a fast learner with a quick mind willing to 'own' this position. Detail oriented, self-starter and integrity are a few of the job requirements. Most work can be completed in the office or at home within a flexible time frame.

### **Job duties include but are not limited to:**

- Listing file management
- Maintain, update, and utilize Client Relationship Management Database
- Setting up buyer tours
- Social media advertising and marketing
- Client management
- Occasionally deliver data sheets and meet clients
- Work on special projects such as updating/organizing client database. Marketing plans, etc

### **Key skills & abilities:**

- Attention to detail, high-level of accuracy with documents and contracts
- Ability to assess, prioritize and act quickly
- Technology savvy - able to learn new programs quickly and able to troubleshoot common issues
- Proficient in social media technology
- Microsoft Office, Dropbox, Excel knowledge, Google Calendar, Canva, MLS experience a plus
- Concerned about doing things the right way
- Deadline driven
- Open to new ideas and systems
- Service based attitude

Compensation based on experience

Apply by contacting Becky Brand at [bbrand@shorewest.com](mailto:bbrand@shorewest.com) with the subject line: Real Estate Assistant  
EHO and EEO