

Job Posting: Real Estate Administrative Assistant

Position: Administrative Assistant to Mitch Cleary

Location: Peterborough, ON

Type: Full-Time

Start date: Beginning of March, 2025

About Us:

We are a fast-paced real estate business committed to delivering top-tier services to our clients. We are seeking a highly organized and proactive Administrative Assistant to support our operations and help optimize productivity.

Key Responsibilities:

1. Administrative and Time Management

- **Calendar Management:** Schedule, reschedule, and set reminders for meetings, appointments, and personal commitments to ensure seamless time management.
- **Email Inbox Management:** Sort, prioritize, and draft responses for the email inbox to improve response efficiency.
- **Appointment Booking:** Coordinate with clients, team members, and vendors to book meetings and optimize schedules.
- **KPI Tracking:** Assist in generating weekly/monthly reports to track key performance indicators and business goals.

2. Real Estate-Specific Tasks

- **CRM Management:** Maintain and update CRM systems with client interactions, leads, and follow-ups to ensure a consistent pipeline.
- **Lead Follow-Up:** Manage communications with prospects via email, phone, and text to qualify leads before further engagement.
- **Comparative Market Analyses (CMAs):** Prepare CMAs based on established criteria.
- **Listing Support:** Schedule and assist with listing projects, including drafting paperwork, coordination with photographers and stagers, and crafting property descriptions. Manage client group chats and feedback communication including listing report details.
- **Buyer support:** Manage client group chats, book showing appointments, and communicate about listing inquiries they may have.

3. Financial and Operational Support

- **Bookkeeping:** Track expenses, reconcile accounts, and prepare financial summaries for review.
- **Expense Management:** Handle invoicing processes efficiently.
- **Project Management:** Assist in organizing and tracking progress with clients and inner-office initiatives.

Qualifications:

- Previous experience in an administrative support role, preferably in real estate or a related field.
- Strong organizational skills.
- Experience in excel spreadsheet creation and data inputting.
- Ability to learn new skills quickly and efficiently.
- Excellent written and verbal communication skills.
- Detail-oriented with a proactive approach to problem-solving.
- Ability to work independently and within a team environment.
- Drivers license and vehicle required.

What We Offer:

- Competitive wage based on experience.
- Opportunities for professional growth and development as part of a top ranking team.
- A collaborative and supportive work environment.
- Flexible work arrangements.

If you are a dedicated professional with a passion for organization and efficiency, we would love to hear from you!

How to Apply:

Please submit your resume and a cover letter detailing your relevant experience, along with employer references to: mitch.cleary@century21.ca and bailey.cleary@century21.ca with the subject: Administrative Assistant Application.

We look forward to hearing from you!

Mitch Cleary