

VIRTUAL ASSISTANT

Job Description



We are looking to hire an Administrative Assistant to help our growing team service our clients with seamless, top-notch customer service from listing to contract & contract to close allowing our sales staff to focus on what they do best: convert leads into clients & negotiate successful deals resulting in increased commission!

Attention to detail, a systematic approach, creative problem-solving, and exemplary customer service & communication skills are necessary to assist the team's efforts in serving our clients.

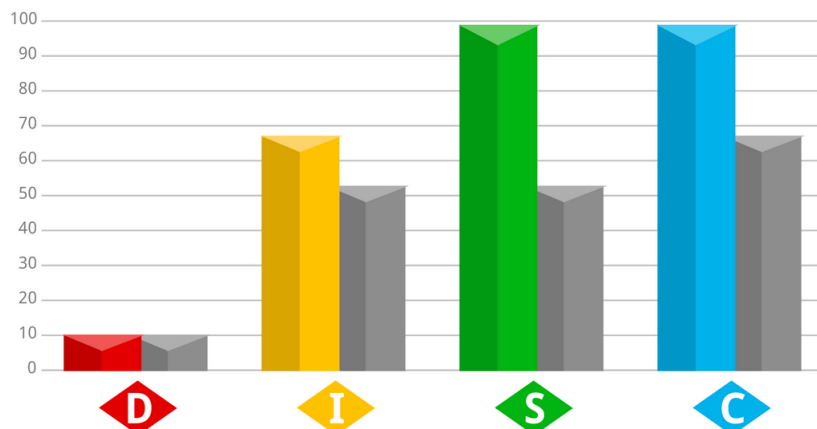
Responsibilities

- Perform a wide variety of administrative support, secretarial duties, and provide assistance to the rest of the Admin team regarding procedures and perform technical tasks relative to the assigned areas of responsibility.
- Function as an assistant to the head Transaction Coordinator for the Listing to Contract & Contract to Close processes. Tasks under this include, but are not limited to:
 - Process and manage paperwork for all transactions.
 - Prepare pre-listing paperwork, manage listings once they have been signed, assist in marketing and maintain and make any changes to this until listings are sold.
 - Review listing and sales contracts for accuracy and audit file weekly. This includes following up on all details, outstanding items, and requests for all files.
 - Follow-up and coordinate financing contingencies, appraisals, required repairs & special stipulations needing completion from contract to closing.
 - Manage database entries - including mailing lists & home anniversary lists.
 - Maintain all vendor & service provider files.
- Additional Duties as assigned.

Qualifications

- Excellent communication skills
- Passionate, hardworking, and well-organized with the power to prioritize & multitask
- Past experience in the real estate industry is a plus
- Thorough & pays attention to detail

DISC
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