

Job Title: Office Assistant at 1st Choice Real Estate

Department: Front Desk

Salary Range: \$10hr/40hrs weekly (*if hired permanently*) To hire a permanent employee must work consistently for a 90-day probation period. Show up on time and not be late during the probation period.

Job Summary: Will assist with all Customer service needs, and perform all job duties listed below. Have excellent verbal and written communication skills. Perform other duties given by either the owners and/or office manager.

Office Assistant Responsibilities:

- Posted receipts to appropriate general ledger accounts, with the help of the Main Office.
- Monitored payments due from clients and promptly contacted clients with past-due payments.
- Communication Skills (with employers, clients, and main office)
- Must be trustworthy and dependable
- Customer Service, must be friendly and communicate well with our clients.
- Leadership Communication Skills must be excellent
- Customer Satisfaction is a must
- Team Player (help agents and office manager as much as possible) **ESSENTIAL**
- Complex Problem Solver
- Maintained original leases and renewals for the management office. (WILL TRAIN)
- Oversee inventory and office supply purchases and contact the office manager for supplies.
- Open and close (must show up 10 minutes early to open)
- Run small errands, for example, post office, and store runs for the office.
- Have knowledge and experience with Microsoft, Excel, and WORD. **ESSENTIAL**
- Maintain front office lobby. (keep clean)
- Will work 9-530, Mon-Friday. (30-day notice for any day off)

Education and Experience:

High school diploma

At least 2 years of office experience.

Must pass a background check

Physical Requirements:

Long periods of sitting at a desk and working on a computer.

RELIABLE TRANSPORTATION