

**JOB TITLE**

Office Assistant

SUMMARY

Acts as the receptionist to guests, clients and callers, and assists with daily office operations. Assists and hosts open houses to maintain relationships with Realtors and to build connections with prospective clients.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Retrieves messages from voice mail and forwards to appropriate personnel.

Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.

Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.

Answers questions about organization and provides callers with address, directions, and other information.

Welcomes on-site visitors, assisting them with seating and beverages.

Receives, sorts, and routes mail, and maintains and routes publications.

Prepares shipping labels and package drop off/pickup.

Orders, receives, and maintains office supplies.

Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.

Maintain marketing database

Work with Marketing Director to prepare mailers, newsletters, and marketing materials

Prepares supplies for open houses, and either routes supplies to agent or take as co-host.

Host or Co-Host open houses to maintain relationships with Realtors and to build connections with prospective clients.

Performs other clerical duties as needed, such as filing, photocopying, scanning and collating.



SKILLS

Strong interpersonal and customer service skills required, ability to work with diverse base of contacts (Loan Officers, clients, agents, lenders, title companies, etc.)

Must be able to clearly communicate both in person, in written form and over the phone.

Detail-oriented individual with strong organizational skills

Must be knowledgeable in Microsoft Word, Excel, Internet Explorer, Outlook, and other basic computer applications.

Must have a valid driver's license and their own mode of reliable transportation.