



## EXECUTIVE ADMINISTRATION ASSISTANT

### JOB DESCRIPTION

The Rocca Sisters Team is always growing and looking for Full Time and Part Time Real Estate Executive Assistants to join our award-winning, nationally ranked Real Estate Team. This role is responsible for maintaining the daily operational activities in all aspects of the real estate cycle including providing highly responsive support to Clients and all Team members.

### WANTED:

- A motivated self-starter able to work with little supervision.
- Organized and able to chase and follow-up.

We are looking for someone who has a passion and enthusiasm for real estate and a keen sense for communication, collaboration, team and the ability to multi task in a high volume, fast paced, deadline driven work environment.

### REQUIREMENTS:

- Strong organizational skills and experience in a fast paced administrative role
- Excellent computer and social Media technical skills
- Excellent interpersonal, verbal and written communication skills
- Demonstrated ability managing client expectations
- Passionate and motivated person
- Ability to problem-solve, excellent attention to detail and highly organized
- Outstanding relationship management skills, including the ability to work effectively with key internal and external stakeholders
- Professional standards with impeccable phone mannerisms
- Must be computer savvy with solid knowledge of MS Office
- Must have a current and valid driver's license
- Must be a quick learner and open to learning new ways of doing things

\*Real estate experience is an asset, but not required

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