

**REALTOR'S EXECUTIVE ASSISTANT**

<b>Area of Relevancy</b>	;#Sea to Sky;#
<b>Company / Employer</b>	Whistler Personnel Solutions
<b>City of the Job</b>	Whistler
<b>Address of the Job</b>	
<b>Job Type</b>	;#Part Time;#15 to 20 hours per week;#
<b>Availability Requirements</b>	
<b>Level / Salary Range</b>	\$19 - \$22/hr
<b>Years of Experience</b>	
<b>Position Area</b>	Skilled
<b>Date Job Posted</b>	1/30/2019 12:00:00 AM
<b>Application Deadline</b>	2/28/2019 12:00:00 AM
<b>Contact Name</b>	Jacki
<b>Contact Phone Number</b>	
<b>Contact Email</b>	<a href="mailto:talent@whistler-jobs.com">talent@whistler-jobs.com</a>
<b>How to Apply</b>	<a href="http://www.whistler-jobs.com/job/realtor-executive-assistant/">www.whistler-jobs.com/job/realtor-executive-assistant/</a> Applications received via email will be redirected to the website
<b>Job Description</b>	<p>A successful and well-established Realtor has an opening for a year-round Executive Assistant to help manage daily tasks. Ideal for an experience administrator who is an organized self-starter with strong computer skills and the ability to quickly learn new concepts.</p> <p><b><i>Duties / Responsibilities include:</i></b></p> <ul style="list-style-type: none"> <li>- General office administration and organization duties.</li> <li>- Organize and manage daily tasks and schedules.</li> <li>- Overseeing and organizing client files, contracts and reporting functions.</li> <li>- Install and manage new client database.</li> <li>- Inputting data for new listings.</li> <li>- Creating mail-outs, brochures and marketing collateral.</li> <li>- Organizing advertising and social media management.</li> </ul>
<b>Accessibility</b>	

WorkBC Employment Services – Job Posting

<p><b>Desired Qualifications and Experience</b></p>	<p><b><i>The Perfect Candidate:</i></b></p> <ul style="list-style-type: none"> <li>- Administratively strong with senior level experience.</li> <li>- Strong computer skills &amp; proficiency using MS Office, Windows, G Suite, Social Media platforms and Photoshop.</li> <li>- Proficient use of marketing platforms (ie: Mail Chimp).</li> <li>- Experience with client management systems (client database) and ability to manage current database system.</li> <li>- Well organized self-starter with strong organizational, planning, problem-solving, and analytical skills.</li> <li>- Strong ability to manage priorities and workflow, handle multiple projects and meet deadlines.</li> <li>- Superior communication and interpersonal skills.</li> <li>- Maintains strict confidentiality and represents the company in a professional manner.</li> </ul> <p><b><i>Additional Information About the Role:</i></b></p> <ul style="list-style-type: none"> <li>- Part-time, 15 to 20 hours per week.</li> <li>- Flexible hours working in a beautiful office with the possibility to work from home after training.</li> <li>- Assisting two established realtors with daily organization and tasks.</li> <li>- Wage range \$19 to \$22 per hour depending on experience.</li> </ul>
<p><b>Opportunity Type</b></p>	<p>?</p>