



BROKERAGE ADMINISTRATIVE ASSISTANT

POSITION BRIEF

Provide administrative support to multiple assigned “best-in-class” real estate brokers, often handling details of a confidential nature. Responsible for prioritizing projects to meet multiple deadlines in a fast-paced, team-oriented environment.

PRINCIPAL RESPONSIBILITIES

- Prepare correspondence, documents, Request For Proposals, LOIs, reports, account invoices, etc. with direction from brokers and/or knowledge of company policies and procedures
- Perform general administrative duties such as answering phones, filing, faxing, processing mail, scheduling fed ex deliveries, scheduling meetings and making travel arrangements to further support and leverage the sales process.
- Work closely with assigned brokers to leverage their time and productivity
- Prepare and produce large presentations and tour books, often with a short lead-time
- Prepare and submit, track and process brokers’ expense reports
- Provide high level support and leverage to multiple assigned real estate professionals, often handling a large amount of details relating to complex real estate transactions.
- Create and edit presentations for prospect/client meetings Assist with gathering research information and gathering building information, maps and pictures and creating building tour books.
- Update and maintain databases to track prospects, clients and deal information

REQUIREMENTS

- College degree
- Minimum five years’ experience as administrative assistant and preferred two years+ supporting multiple people in commercial real estate industry
- Strong organizational, interpersonal and communication skills and attention to detail
- Strong proofreading and editing abilities
- Thorough working knowledge of Microsoft Word, Excel, Power Point, Outlook and database software