

**Position:** Real Estate Executive Assistant

**Location:** Auburn, CA

**Compensation:** \$20-25/hr. DOE

**Hours/Schedule:** Starting part-time, growing into full-time

**Company Description:**

Eastok Realty has been serving the greater Sacramento region for over 15 years. We are a values-based real estate brokerage based out of Auburn, California. We are also a real estate investment company.

The word Eastok translates to "The Source"; our team pursues continued improvement and learning so that we can be the most trusted source for all things real estate. Honesty, integrity, and high morals are priorities to us; we have built a real estate company people can trust and never have to worry about being taken advantage of. We treat our clients with the utmost respect and integrity; their needs and wants ALWAYS come first. Every team member commits to providing a "First Class Customer Experience." We always outwork and outperform others in our industry by anticipating our client's needs and wants and ensuring we are always prepared. Our team treats fellow real estate agents, escrow officers, loan originators, and others with respect.

**Mission of the Position:**

This position reports to the Owners of Eastok Realty. The mission of the Real Estate Executive Assistant is to free up the Owners' time so that they can pursue executive-level activities. They will handle the Owners' administrative needs, act as the point-of-contact among agents, clients, and external partners, manage information flow in a timely and accurate manner, and support the Owners with their transactions. There is opportunity for growth into an Office Manager position.

**Accountabilities:**

- Manage CRM system
- Manage communications with clients, leads, partners, etc. in a timely and friendly manner
- Record keeping, mail, and bills
- Assisting with paperwork, coordinating with clients, scheduling appointments, walk-throughs, inspections, etc.
- Assist with transaction management: organization, paperwork, deadline management, coordination with all parties involved, filing, requests, and other relevant transaction services in a quick and friendly manner
- Helping develop and refine systems and processes for greatest effectiveness and efficiency

- Assist with marketing efforts, creating marketing materials
- Email management
- Screening calls and communications
- Write contracts and listing agreements
- Event planning
- Assist owners with activities related to their real estate investments

**Key Competencies:** *Areas of competency most important for this particular role*

- Integrity
- Organization/ Planning
- Listening
- Energy/Drive
- Enthusiasm/Passion
- Ambition
- Tenacity
- Excellence
- Stress Management
- Professional demeanor; creates favorable first impression
- Likability (Emotional intelligence, puts people at ease, friendly, etc.)
- Customer Focus
- Team Player and Team Builder
- Communications - Oral and Written
- Running Meetings

**Key Criteria/Requirements**

- Holds a California real estate license
- Preferably, has worked for or with a real estate agent previously
- Good with technology
- Experience with MLS, Skyslope, CRM systems, ZipForms