
Job Description

Administrative Assistant

Position: Part-Time Administrative Assistant

Company: Oulahen Team Realty Inc.

Location: 4685 Yonge Street, Toronto

Start Date: Immediate

Status: Permanent, Part-time

Compensation: \$14.00/hr

The Oulahen Team Realty Inc. has an exciting opportunity for a full-time Administrative Assistant to join our family-owned real estate business in the Yonge and Sheppard area. Become part of our growing team!

We are looking for a well-organized, detailed oriented, flexible, outgoing team member to perform and manage an array of responsibilities including organizing all aspects of the listing process, managing office systems, maintaining a client database and providing excellent customer service, and occasional staging. Must possess the ability to handle a variety of tasks in a fast-paced environment with strong attention to detail.

Primary duties:

- General reception duties in answering incoming calls and greeting visitors in a friendly and professional manner, shared with colleagues
- Planning routes, booking appointments, and creating booklets for showings
- Preparing offer and listing paperwork with accuracy and precision
- Conducting research and collect data to produce market evaluation reports
- Regularly maintaining electronic and physical filing systems
- Assisting with staging homes for sale
- Running errands such as but not limited to: dropping off keys, installing or removing lock boxes and/or signage, delivering cheques and packages in a timely manner
- Answering emails in a timely and professional manner
- Create feature sheets and other marketing materials
- Some technical support to troubleshoot common issues

Qualifications and skills include:

- Must have excellent verbal and written English skills
- Must have strong organizational skills
- Must have ability to thrive in a fast-paced office environment
- Must be able to work both collaboratively and independently, to meet deadlines on multiple projects simultaneously
- Strong proofreading and editing abilities

- Pleasant and professional telephone etiquette
- Proven experience in client relations and administration
- Self-motivated with aptitude for problem solving with ability to assess, prioritize and act quickly
- Enthusiastic, trustworthy, accountable team player
- Technically skilled and be able to troubleshoot issues
- Able to learn new programs quickly
- Capacity to maintain and develop new office systems with initiative
- Proficient in Windows OS and Excel, Word and Publisher software
- Proficient, knowledge and experience with G Suite
- Experience with Dotloop is an asset
- Experience with Adobe Photoshop, InDesign, and Illustrator an asset
- Previous real estate experience is an asset
- Ability to speak multiple languages is an asset
- Comfortable with travelling by car or public transit to various locations around the city
- Access to a vehicle is an asset

If you are interested in this role, please include your cover letter and resume in PDF format addressed to Mark Oulahen.

We thank all applicants for their interest in this position. However, due to the volume of applications we receive, we are only able to contact those candidates selected for interview.

Benefits:

- Flexible working hours
 - On-site parking
 - Company events & social hours
- Part-time hours: 20 per week

Job Types: Part-time, Permanent

Salary: \$14.00 /hour