



## Job Description

**Title: Office Assistant**

**Department: Office**

**Reports To: Chief Operating Officer**

### Job summary

The employee(s) fulfilling this position will be required and expected to perform all assigned responsibilities with honesty, integrity, and professionalism. An office assistant requires the ability to complete any/all office-related tasks that assist management in completing day to day responsibilities.

This position seeks a detailed, efficient, and self-motivated individual; and offers the possibility for more responsibility and growth.

### Hours / Pay:

This position can be part-time or full-time

Compensation for this position is \$10/hr

### Summary of essential job functions

Answering phone calls

Scheduling showings of available properties

Filing

Mailings

Writing up work orders and doing other general paperwork

### Minimum requirements

Educational requirement of at least a High School Diploma or equivalent

Ability to Communicate Effectively

Ability to Problem Solve

Ability to Prioritize and Organize

### Other Requirements

Perform assigned tasks in a timely, ethical, and legal manner

Perform assigned tasks according to proper policies & procedures

Record all work done; including tasks performed and time spent on each

Report any problems to management

Time Management and organizational skills

Documentation – taking detailed notes during training sessions to maintain accurate & consistent procedures

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not to be taken as an exhaustive list of all responsibilities, duties, and skills required.

An employee may be requested to perform duties outside of their normal responsibilities from time to time, as needed.