

Real Estate Investment/Realty Office Admin Position:

We are a small, local residential Investment/Real Estate office started in 2007 in the Summerville area that focuses on acquiring, renovating and then either reselling or renting properties. We are a growing company and we work closely as a team in a highly productive, fast-paced, office atmosphere. Candidates should enjoy a variety of responsibilities, must have the ability to handle multiple tasks, be reliable, have attention to detail, and be flexible in a rapidly changing, deadline driven environment that is always busy. This position is a compilation of several real estate office positions.

The major duties include: (Please note: the person hired will be performing these duties not managing these duties)

- 1) Property Analysis/ RE Offers/Auctions/Acquisitions. (Probably the largest part of the job)
- 2) Listing Coordination & Closing Coordination of properties- (also one of the largest parts of the job)
- 3) Technology: Website management, realty programs, and all Microsoft office systems.
- 4) General office duties common to a real estate brokerage firm.
- 5) Smaller amounts of traditional Property Management functions. (Primarily on interim and fill-in basis)
- 6) Multiple special projects as assigned by Owner

Preferred Applicants would have a combination of the following:

- Either some college with 3+ years of related work experience or 5+ years of related work experience.
- Have very strong computer skills (Microsoft Office, MLS, etc) and enjoy learning new technology.
- Previous, recent professional residential real estate experience with either a real estate brokerage, a property management company, a real estate investment company or a real estate law firm.
- Applicants must be highly organized and able to work under shifting priorities, as well as able to multi-task and be able to demonstrate excellent verbal and written communication skills.

Compensation is a competitive Salary with paid flex days and paid holidays but no medical benefits.

This is a full time+ job with normal hours of at least 8-5 with occasional phone calls/emails in the evening and/or weekends with extra time as needed if the workload is heavier. Our company is currently located in the Ladson/Summerville area.

Position to start early January 2015. If this job sounds like a job for you, please apply to

CharlestonOfficeManager@gmail.com by December 15, 2014. (No recruiter replies please)