

Royal LePage Hometown Real Estate Company Location: 5006 50 Ave #200, St. Paul, AB T0A 3A4,
Canada Company website: <https://hometown.royallepage.ca> Contact info: +1 403-527-4082 Job Type: Part-Time Job
Job Title: Remote Office Assistant

Job description:

We are looking for highly motivated, top-performing individuals with strong follow-up skills to support our real estate team, as a part-time Office Assistant. The working hours are 15 to 20hrs weekly and the compensation is \$400 per week.

Duties and Responsibilities include, but aren't limited to:

- Keeping an inventory of office supplies and ordering new materials as needed.
- Assisting clients with purchasing
- Managing property searches.
- Answer phone calls and emails.
- Schedule appointments and showings.

Job functions:

- You will be working Remotely, and independently most days.
- The ability to organize your workflow and prioritize according. Critical thinking and problem-solving skills.
- Ability to work independently combined with excellent interpersonal skills.

Interested candidates should forward their résumé and cover letter to:

(shelbyjackson@realtyagent.com)