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Marketing Real estate administrative assistants perform marketing tasks to help sell homes and fill vacant rental properties.. When I come across new opportunities, I query my database for leads instead of going through 1,300 records one by one.. They also provide clerical support to agents and brokers during the sales process.. If it becomes necessary to evict a tenant for a lease violation, the assistant may help prepare the eviction paperwork.. Our team can instantly share information with those involved in the decision-making process and then put that critical information into a consolidated source for our clients.. A real estate assistant, un-licensed or licensed, can be an excellent way to enter the business.. A real estate administrative assistant should also have strong organizational skills, especially when performing property management duties for a company that manages hundreds of units.. I can pull up every investor who buys Class A apartments I can narrow my search by selecting 'student property,' and now I've got 50 buyers.

RealNex CORE Transaction Manager is an invaluable tool that ensures visibility into each transaction by streamlining communication between brokers, landlords, and tenants.. The CORE Transaction Manager consistently produces a professional presentation that's intuitive for team members and clients alike.. If the prospective employer prefers that you have knowledge of the real estate industry, some colleges also offer associate degrees in real estate, which include coursework in real estate law, finance, marketing, appraisals, property management and real estate investment.. Good organizational skills make it easier to track rent payments, document communication with tenants, record property-related expenses and perform other related duties.. Assistants may not interpret contracts or negotiate on behalf of an agent or broker, however.. Using the RealNex CRM, I know what all of my clients own and what they'd like to buy.. Education Some employers provide on-the-job training, but others will only hire administrative assistants who have completed relevant degrees or certificates.. When I select 'stabilized property' – boom! I now have 13 people who buy this exact type of complex.. This involves photocopying sales documents, scheduling closing dates and securing public information about a property.

Some states prohibit unlicensed assistants from performing telemarketing activities, so an administrative assistant may not be allowed to contact prospective buyers and sellers.. These duties include collecting and recording rent payments, creating work orders for maintenance technicians or building supervisors, scheduling tours for prospective tenants, paying utility bills and other property expenses, photocopying lease agreements and forwarding tenant complaints to the property manager.. Property Management Administrative assistants sometimes perform duties related to property management.. Required Skills Excellent computer skills are essential in this position, as real estate administrative assistants use property management software, word processing programs, spreadsheets, presentation software and graphic design programs.. The administrative assistant may have to gather information about people who are interested in buying or selling properties.. If a real estate agency uses outside vendors to produce its marketing materials, the administrative assistant may keep track of estimated shipping dates and ensure that each vendor's invoice is paid in a timely manner.. An associate degree program in this discipline typically includes coursework in accounting, computers, business communication and office management.

These tasks include creating advertisements, posting photos and videos of available properties, producing brochures and fliers, planning open house events, scheduling property tours and answering questions about advertised properties.. Because this position may require the creation of brochures or fliers to showcase available properties, good writing skills are also important.. It's irreplaceable Beau Beery Beery Rainsberger Group, Coldwell Banker. Learn by assisting an agent or broker A Real Estate Assistant's Job Description - Learn the duties of a administrative real estate assistant & how the role should be divided as the team grows.. Review job advertisements to determine the minimum educational requirements for a real estate administrative assistant position in your area.. Brent Weitnauer Avison Young Those who maintain their database are always going to make money.. General Duties Like administrative assistants in other industries, real estate administrative assistants answer telephones and take messages; distribute incoming mail; operate scanners, facsimile machines and photocopiers; create documents, spreadsheets and presentations; complete expense reports and other accounting forms; and answer routine inquiries from clients,

agents and brokers.

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