

Real Estate Transaction CoordinatorAssistant (Raleigh)



Location **North Carolina**
<https://www.genclassifieds.com/x-560925-z>



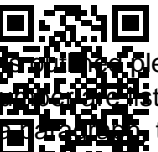
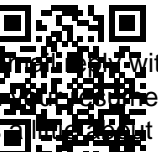






We are looking for an Assistant for our busy Real Estate Broker. This is a 1099 position and can be worked from home. There are no set hours but currently it takes 15-20 hours per week to handle the current workload.

The perfect candidate:

- Has Real Estate Assistant Experience (license not required)
- Is tech-savvy
- Entrepreneurial (This is a 1099 Independent Contractor Position)
- SUPER Organized and extremely detailed oriented
- A People Person
- Has transportation and live in the Raleigh and surrounding area

The position includes:

- Working in close partnership with our Top Producing Agent
- Providing administrative support
- Listing Management
- Lead generation support
- Contract to Close Management
- Marketing Assistance
- Client Management (Buyers & Sellers)
- Schedule Flexibility- There are no set hours

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If you meet the qualifications and are interested in this position, please email your resume with your salary requirements and an attached resume with 1099 ASSISTANT in the subject line. Please note that because of the high amount of responses we can only respond to those that we are interested in interviewing. If you are not selected for this position, we will not be able to contact you. If you are looking to be paid per week, please let us know in your email. We are a small business and we are looking for someone who is self-motivated and can work independently. We are looking for someone who is detail-oriented and can handle multiple tasks at once. We are looking for someone who is a team player and can work well with others. We are looking for someone who is a people person and can communicate effectively. We are looking for someone who is a problem solver and can handle challenges. We are looking for someone who is a hard worker and can meet deadlines. We are looking for someone who is a professional and can represent our company well. We are looking for someone who is a self-starter and can take initiative. We are looking for someone who is a team player and can work well with others. We are looking for someone who is a people person and can communicate effectively. We are looking for someone who is a problem solver and can handle challenges. We are looking for someone who is a hard worker and can meet deadlines. We are looking for someone who is a professional and can represent our company well. We are looking for someone who is a self-starter and can take initiative.

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