



**RE/MAX
RESULTS**

JOB POSITION: Front Office Administrative Assistant
LOCATION: RE/MAX Results, Wayzata, MN
POSITION HOURS: 20-25 Hours per week
POSITION STATUS: Part-time, Hourly, Non-exempt

JOB DESCRIPTION:

The front office administrative assistant is the most visible function in the office and is responsible for handling all front office duties cheerfully, competently, and professionally.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Answer RingCentral multi-line telephone system, redirect calls, and take messages
- Schedule and confirm showing requests including proper documentation on ShowingTime, our e- showing appointment software
- Greet customers and guests
- Attend to sales associate questions and requests including appropriate follow-up
- Distribute mail in a timely manner
- Attend to office equipment, resource rooms, and conference rooms
- Enter new listings into the MLS (national database) and execute the listing lifecycle process in a timely manner
- Edit data for existing listings in MLS, per written instructions received by listing sales associate, in a timely manner
- Retrieve, document, and follow-through on messages left on the appointment line
- Assist associates with office equipment (copier, fax, printer, binding equipment, UPS and/or FedEx, bulk and business reply mail, etc.)

REQUIRED SKILLS:

- Excellent and proven customer service experience
- Excellent verbal and written communication skills
- Attention to detail
- Experience answering multi-line telecommunication system
- Accurate keyboard skills
- Demonstrate ability to deliver consistent, committed, reliable, and timely performance
- Business professional attire, appearance, and demeanor
- Desire long-term position (1 year or longer)
- Team player
- Common sense approach to problem solving
- Reliable transportation
- Punctual and responsible with respect to managing commitments
- High School diploma, at minimum; additional education qualifications will be a plus
- Previous office experience is preferred

EOE

For consideration, please submit your cover letter and resume to: jobs_6@results.net