



**RE/MAX  
RESULTS**

**JOB POSITION:** Front Office Administrative Assistant  
**LOCATION:** RE/MAX Results, Andover, MN  
**POSITION HOURS:** Monday-Friday, 12pm to 5pm preferred, but willing to be flexible  
**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

**For consideration, please submit your cover letter and resume to: [jobs\\_2@results.net](mailto:jobs_2@results.net).**

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