



McKinnon Family Properties

Position opening: Virtual/Executive Assistant

Hours: 20 hours weekly

Pay: Hourly contract. Pay commensurate with experience with opportunity to earn commissions

**** *Qualified candidates should email their resume, references and contact information to info@mckinnonproperties.com* ****

Qualifications

- 1-2 years experience in residential or commercial real estate and/or property management preferred but not required
- Proficient in Microsoft Word, Excel, Google Docs and email
- Proficient in QuickBooks preferred but not required
- Good customer service skills and phone etiquette
- Attention to detail

Job Responsibilities

- Answer phones remotely and provide high quality customer service to guide potential customers through initial screening process
- General data entry
- Manage client lead generation processes
- Light bookkeeping
- Management of contracts and paperwork associated with each property purchase and sale
- Management of marketing mailers and lists
- Posting and emailing of available properties
- Management of 'do not call' log
- Tenant calls and emails for property management needs
- Research for building marketing plan
- Assist in building and documenting systems and processes