

Opportunity for a Licensed Real estate associate to become support staff:

Please apply only if you intend to stay as career track and are interested in long term work relationship. Team player that will apprentice for at least 120 days. Organized self starter, common sense, able to maintain files and be real estate support, good with people and willing to put your focus on building a boutique business

- listings in computer (listing managing)
- follow up with files with associates / maintain in order (faxes/emails)
- prepare listing/sales packages for us (to put together sales/listings)
- Short Sale files -- follow up and maintenance
- flyers and hand outs (creative part)
- willing to help out in whatever capacity we need for real estate support

Patient, common sense, loyal, creative and compassionate! We are a co-op in the makings and what is needed is front end support to Broker and administrative assistant. Must have the VISION to see the opportunity. Are you resourceful and enjoy taking pressure off-- hate face on real estate but enjoy and know how to do real estate? REPA or certification for real estate assistant would be a plus, bilingual an excellent fit (Spanish) as we do have Spanish speaking clients. Diversity, Green, Co-operative -Service.

Draw for part time hours plus transaction fees per file incentive driven plus commissions possible. This is a 25 year old Boutique Realty soon to have housing in Colonial Town (Virtual Assistance at this time will work). Need immediate assistance in getting listings in system. Fast pace yet one of a kind possibility to work where you are appreciated and your efforts will be rewarded. Start up will require patience and flexibility.

Please email your resume and letter why you are the right person for this opportunity to BeKind11@aol.com (Fax at 407-629-2047).

We need this support person to start immediately and understand apprentice position. If you've worked in real estate office and have experience talk to me you can always go get your license.

Apprentice position will allow you to grow the business -- need to set up systems and declutter accumulation of old files. Organize and simplify. Established business strong sphere of influence to tap -- if you hated going at it alone yet want to be in real estate find me. Direct call: 407-718-8777 and ask for Margaret. Mention the church.