

Administrative Assistant to Senior Commercial Real Estate Broker (Full Time)

About London Pacific

London Pacific is a growing commercial real estate brokerage that specializes in land assembly and sales. Working with property owners, investors and premier developers, our brokers assemble, market and sell land suitable for redevelopment.

The Role

We are looking for a dynamic and creative person to join our team and who will work closely with all team members while providing direct administrative assistance to a Senior Broker. This Contract may include a requirement to work evenings and weekends.

Job Description

- Provide administrative support to a Commercial / Residential Broker in running and operating his Personal Real Estate Corporation (PREC). Daily job activities include document organization, bookkeeping, real estate research, social media content creation.
- Administrative duties will include:
 - Scheduling, and file/data management.
 - Assisting with PREC book-keeping and administrative organization in general.
 - Sales support and communication when required
 - Drafting of documentation (subject removals, contract amendments etc)
 - Assisting in creating content for social media, blog, brochures
 - Research, market analysis, cataloguing Development opportunities
 - Driving to pick up/drop off documents/ keys/ letters

Qualifications and Skills

- High attention to Detail and Accuracy mandatory
- Drivers License and car required
- Efficient in managing workload with firm deadlines
- High proficiency Microsoft Word and Excel
- Excellent written and verbal communication skills required
- Work well independently – take initiative, think outside the box
- Mature personality who is punctual, responsible, and reliable

Desirable Additional Skills

- Proficiency in Adobe Professional
- Speaks a Second Language
- Experience and/or desire to work in the Real Estate Industry

Not Required

- Real Estate Trading Service License

Please email your **cover letter** and **resume** to Attn: Erin Williams erin@londonpacific.ca. We thank all applicants for their interest, however, only those identified for further consideration will be contacted.