

Top Producing Real Estate Team based out of Orangeville seeking an **Administrative Assistant** to join our Team! This is a full time, permanent contract position.

**You are:** Local to Orangeville who is highly motivated, and results oriented individual that is tech-savvy and ideally a wizard with all social media platforms and is ready to learn the real estate game to add amazing value to our Team, is comfortable pitching in wherever needed and can communicate clearly and effectively

**We are:** a Top-Producing Team that prides itself on providing the BEST client experience that doesn't end once a transaction closes, we foster an environment of creativity, encouragement and are constantly seeking to be innovative, we work hard to play hard all the while having fun doing what we do best!

## OVERVIEW

### Client Care

Updating our databases to keep client information current – especially after closing dates  
Ordering the supplies and preparing closing gifts  
Ordering and preparing Firm Deal gifts  
Sending Concierge invites to clients once a deal is firm

### Administrative

Mail outs to our database  
Coordinating monthly newsletters to our “farms”  
Updating and tracking all of our deals / data entry  
Help with organizing events  
Tracking and sending out birthday and home anniversary cards to clients

### Social Media

Create content (developing, writing, posting)  
Knowledge of Facebook, Instagram, YouTube, LinkedIn and other platforms would be beneficial, but willing to train  
Advertising our Sold & Just Purchased deals  
Eventually, move forward with creating full social media campaigns

\*Other duties as required.

Need to be proficient with Microsoft based programs (and can learn new ones easily), is familiar with social media and how to post to them as well as has great organizational skills, can take initiative, work independently but, willing to pitch in wherever needed – we are a team!

40 hour work week – flexible with hours. Currently, the bulk of the role would be performed remotely, but being in our Century 21 office in Orangeville is necessary to carry out some of the above tasks.

## QUALIFICATIONS

- Must have a valid drivers license and access to a reliable vehicle.
- Passion for client care
- Enthusiastic and self-starting approach
- Ability to communicate effectively (oral and written)
- Ability to use or quickly learn Google G Suite, Microsoft Office, CRM software (Top Producer and KITS, BombBomb, etc.), social media platforms and other technologies as needed. Knowledge of Photoshop preferred but willing to train.
- Be a team player who thrives working with a tight knit team where their activities directly affect the bottom line.
- High School Diploma or equivalent is a must and post-secondary education in a related field is considered an asset.

Come grow and prosper with our Team. Submit your cover letter and resume today to:  
[info@themayerharmanteam.com](mailto:info@themayerharmanteam.com)