

Real Estate Administrative Assistant Job Description

- Providing assistance to the real estate administrator and/or agent
- Managing and screening incoming calls that are related to real estate deals
- Ensuring that real estate documents, agreements, and lease records are well-maintained and organized
- Tracking and monitoring payments and obligations
- Handling multiple real estate and construction projects
- Managing and maintaining a client database and preparing reports with details of deals, contracts, and payments
- Providing assistance and support to real estate administrators in the process of handling sales, leasing and rental activities
- Liaising and coordinating with real estate attorneys in handling legal issues.