

Real Estate Assistant Job Description

- Connecting clients to other professionals such as mortgage brokers, home inspectors, and contractors, as assigned by the real estate agent/realtor
- Guaranteeing a steady stream of clients by actively engaging in marketing and promotional activities
- Accompanying clients to inspect properties when required
- Keeping and maintaining efficient and accurate filing systems
- Photocopying and keeping an accurate and up-to-date record of sales documents
- Paying attention and attending to customer inquiries
- Advising clients on prices, mortgages, market conditions, and several other related information
- Gathering, preparing, and processing documents, such as loyalty contracts, purchase agreements, and deeds.