

Brokerage Assistant Job Description

WindStar Properties
122 W John Carpenter Freeway, Suite 490
Irving, TX 75039

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A small commercial real estate company specializing in retail brokerage, development, and management. Opportunity for a seasoned executive assistant. The person must be a motivated individual.

HOURS:

8:30am – 5:30pm, Monday – Friday

DUTIES:

- Draft Contracts
- Draft Leases
- Draft Letters of Intent
- Draft Letters
- Draft Commission Invoices
- Handle A/R and A/P
- Make bank deposits
- Reconcile bank statements
- Update marketing brochures
- Update website
- Update property reports
- Process transactions and file/log appropriately
- Miscellaneous filing
- Assist agents
- Cover all Receptionist duties as necessary

APPLICATION/PROGRAM KNOWLEDGE:

- Microsoft Office (Word, Excel, Outlook), Adobe (Acrobat, Photoshop, Illustrator, InDesign), QuickBooks, and DocuSign.

QUALIFICATIONS:

- Professional appearance and attire.
- Strong written and verbal communication skills.
- Well versed in social media marketing.
- Ability to multi-task, prioritize, and stay flexible with changing business needs.
- Reliable with good time management and good documentation skills.
- Confidentiality and attention to detail.
- Reliable transportation.
- Experience with multi-line phones, copier/scanner, and related office equipment.