



<b>Position</b>	<b>Administrative Assistant</b>
<b>Department</b>	<b>Operations (or other departments as required)</b>
<b>Supervisor</b>	<b>Broker (or senior department role)</b>

## **Summary**

Provides administrative support and assistance in addressing the operational needs of Real Co., may also be required to perform Receptionist tasks if the position is vacant.

## **Responsibilities**

- Set up and maintain manual and computerized information filing systems
- Provide general information to clients and the public
- Refer potential candidates to the HR Generalist
- Research, prepare, produce and submit practice firm summary/monthly/statistical activity reports, manuals, catalogues and documents
- Schedule and confirm appointments and meetings through use of and creation of a monthly calendar
- Review, proofread, edit and translate texts to ensure consistency (correspondence, documents and manuals)
- Set up meetings and prepare agendas
- Record, transcribe, file, and revisit prepared minutes of meetings
- Set up, manage and coordinate composition of office procedures
- Prepare presentations providing information to participants regarding office policies and procedures
- Set work priorities and collaborate on projects with other clerical personnel
- Create and maintain office filing systems (electronic & hard copies) providing assistance and guidance for maintenance of departmental filing systems
- Assist in the coordination and administration of special events including travel/hotel arrangements
- Manage telephone system as required and organize conference calls
- May assist Real Co.'s departments (Accounting/Finance, Marketing, IT, Operations) on tasks and projects, as needed.
- Complete other duties as requested by Real Co.'s management team.

## **Required Skills**

- Grade 12 or equivalent
- College diploma in office administration or related program or related experience
- Knowledge of MS Office, intermediate keyboarding 45 wpm+
- Friendly and professional with good interpersonal and organizational skills
- Willingness to learn quickly about the real estate business
- Self-motivated, decisive, conscientious, and works well under pressure.

Real Co Canada is a Practice firm, which recreates all of the job functions in a Canadian business. Your placement is unpaid and will allow you to apply your professional skills in a realistic work environment, in order to gain hands on job experience.

To find out more about Real Co Practice Firm please visit our website: <http://www.realcocanada.com>