

We are looking for a talented administrative and marketing assistant for a full time position at our downtown location. The ideal candidate will exhibit high standards, excellent communication and marketing skills, and have an ability to take initiative, and prioritize daily tasks. A strong ability to take charge and meet tight deadlines will ensure your success in this multi-faceted role in this full time position.

**Responsibilities Include:**

- Assist with day-to-day tasks
- Organize marketing materials
- Report on client/deal status
- Prepare presentation materials for prospective clients
- Answer phone calls
- Book and confirm appointments
- Database creation and maintenance
- Fax and email correspondence
- Manage incoming mail
- Organize and file documents
- Create Listing Packages, Marketing Plans, Flyers
- Manage CRM system

**Requirements:**

- Must be punctual and courteous
- Must have strong organizational skills
- Must have a strong command of the English language; good oral and written skills
- Must have the ability to multi-task
- Highly proficient in Microsoft Office or marketing programs, i.e. Excel, Publisher, PowerPoint
- Must be able to use various social media platforms to post updates i.e. LinkedIn, Instagram, Twitter, Facebook
- A keen interest or knowledge of the real estate industry is an asset but not mandatory

**Education & Experience:**

- Bachelor's degree, college diploma or equivalent work experience
- Previous real estate experience is considered an asset

If interested, please email a resume with a cover letter to [info@therdhgroup.com](mailto:info@therdhgroup.com)