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# Example of Real Estate Administrative Assistant Job Description

Our company is growing rapidly and is looking to fill the role of real estate administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for real estate administrative assistant

* Perform smaller projects
* Coordinate and organize all travel arrangements, by writing travel and transport service requests
* Co-ordinate challenging travel schedules and itineraries, process expenses
* Manage extensive call volume (place, receive and screen calls)
* Support managers by understanding their business function and broader CSRE business and organizational structure
* Prepare agendas, meeting notes and action items for key meetings and take minutes
* Co-ordinate leadership lunches and support people engagement initiatives
* Assist senior managers visiting from other office locations
* Track team whereabouts, including timesheet entry and approvals
* Liaise with other assistants to ensure smooth and consistent service at all times

## Qualifications for real estate administrative assistant

* Highly service-oriented individual with the ability to work well both as an individual contributor and as part of a team
* Detail-oriented, organized, and able manage time effectively
* Ability to maintain a strong working relationship with internal and external clients, and project a professional image
* A Bachelor’s Degree and at least 2 years experience in facilities or real estate
* Real estate, contract or legal background is very helpful
* Minimum 5 years direct experience as either a senior Assistant or equivalent at a financial services institution