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# Example of Real Estate Administrative Assistant Job Description

Our company is looking for a real estate administrative assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for real estate administrative assistant

* Processing correspondence and letters
* Reviewing, tracking and maintaining documents such as funding memos
* Reviewing and maintaining expenses for investment properties
* Developing and maintaining electronic and non-electronic filing systems
* Managing legal bills and invoices
* Performing other administrative duties as needed, such as faxing, copying and ordering supplies
* Opportunity to take on additional administrative responsibilities for asset management team
* General clerical duties include printing, copying, faxing, overnight mail, binding
* Receive incoming mail to sort, date stamp and distribute
* Prepare and submit expense reports and coordinate travel arrangements

## Qualifications for real estate administrative assistant

* Flexible attitude with the willingness to take on new projects
* Hard-working with strong dedication to the position and company
* Minimum 2 to 5 years relevant experience, some experience within real estate or financial services preferred
* Possess analytical skills and the ability to manage project-based work
* Generate and assemble reports using spreadsheets and other documents
* Schedule and coordinate on and off-site meetings which may include refreshments and/or meals