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# Example of Real Estate Administrative Assistant Job Description

Our growing company is looking for a real estate administrative assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for real estate administrative assistant

* Places work orders for computers and telephones for new hires
* Arranges security access cards for staff and guest passes for visitors and vendors
* Maintains building access records for the department and for reporting to Corporate Security
* Manages inventory list of records transferred to records storage and processes requests for their retrieval and return
* Receives, sorts and screens incoming mail
* Addresses outgoing correspondence to appropriate department/customer
* Coordinates social functions
* Attends training to keep current and upgrade skills
* Answers and directs incoming phone calls for Department Manager
* Interacts directly with customers in the absence of the Manager

## Qualifications for real estate administrative assistant

* Provide continuous support to the Director of Global Real Estate & Workplace Solutions
* Manage corporate expense reports for the Real Estate & Workplace Solutions, a team of five
* Manage Travel Arrangements for the Global Real Estate & Workplace Solutions, North America and International
* Maintain the Real Estate & Workplace Solutions Teams’ schedules
* Planning and scheduling meetings, conferences, and teleconferences
* Ordering office supplies for the department