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# Example of Real Estate Administrative Assistant Job Description

Our company is looking to fill the role of real estate administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for real estate administrative assistant

* Assist with preparation of real estate documents for signature, including scanning and copying as appropriate, draft transmittal letters and coordinate document execution, advising necessary parties of the receipt of such executed documents and creating, organizing and maintaining physical and electronic files
* Assist with lease administration as necessary
* Create new vendor setup forms as LL information changes, ensuring Landlord and/or property management contact and payment information is maintained/updated
* Manage and monitor real estate legal expenditures and invoices, ensuring that they are timely received, reviewed, approved and paid
* Provide backup support to Development department staff
* Accurately arranges and schedules meetings and appointments, maintains calendar
* May complete payroll documentation and submit according to Network policy
* Composes routine correspondence for signatures
* Maintains files of contracts and correspondence and related materials electronically and paper, when appropriate
* Works interactively within Department in continuing own development through active participation in in-services and/or continuing education programs

## Qualifications for real estate administrative assistant

* Making sure all Certificates of Insurances for consultants are up to date
* Reserving conference rooms for employees for both offices in New York
* Opening and sorting correspondence for the department
* Prepare monthly chargebacks for dining services
* Prepare monthly statistics for workplace solutions
* Minimum 1-3 years’ experience as an administrative assistant within a corporate environment