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# Example of Real Estate Secretary Job Description

Our innovative and growing company is hiring for a real estate secretary. 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 secretary

* Provide highly professional support for the partners and allocation
* Organisation of extensive internal and external meetings, lunches, dinners
* Produce high quality PowerPoint presentations where necessary
* Ability to format high level complex documents in Word
* Global travel arrangements for members of the team
* Working as part of the Real Estate Tax secretarial team
* Maintain contacts system on Outlook and SMARTnet at regular intervals
* Providing cover for and assistance to other secretaries as required
* Agenda production and meeting preparation where necessary
* Liaise with external contacts/client groups on behalf of partner

## Qualifications for real estate secretary

* Two years of general administrative/clerical experience preferred
* Familiarity with graphic presentation software preferred
* Demonstrate a flexible approach to meet the needs of the Co-Head
* Manage all incoming mail and distribute / action as appropriate
* Pro-active inbox management, highlighting emails to Co-Head with actions required or responding on his behalf, where possible
* Effective and regular management of inbox filing