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# Example of Real Estate Secretary Job Description

Our innovative and growing company is searching for experienced candidates for the position of 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

* Strong interpersonal skills, ability to build and maintain relationships with senior executives, clients and suppliers
* Attention to detail and willingness to see tasks through to the end
* Constantly exercise confidentiality, discretion and personal sensitivity in all aspects of the role
* Five (5) years of previous experience at an administrative / senior level required
* Ability to anticipate needs the Executive and other professionals in the department
* Ability to work independently and make job-related decisions within authorized limits being part of a support team environment

## Qualifications for real estate secretary

* Minimum of 2/3 years’ experience in PA or similar role
* Relevant secretarial qualification advantageous
* Ability to liaise confidentially with all levels of parties from both internally and externally
* Ability to prioritise a very heavy workload and work effectively under pressure
* Advanced IT skills to include MS Word, Excel and Power Point essential
* Must have an adaptable, keen and flexible approach