Our company is searching for experienced candidates for the position of real estate assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for real estate assistant

- Overseeing the monthly closing process for the portfolios
- Support the Director of Real Estate and department managers, this includes assistance with calendar management, vendor communications, interactions with senior executives and interaction with key customers to allow them to leverage their time and to be most effective in their roles
- Make good sound decisions on behalf of the Director of Real Estate and department managers in their absence to determine the best course of action based on the information at hand
- Work actively with Director and department managers in developing and monitoring the overall budgets for Real Estate and Facilities
- Act as a liaison with Human Resources related to personnel hiring, salaries, benefits, corrective actions and employee development
- Manage departmental events and trainings
- Administrative duties would include, but not limited to
- Review commercial real estate loan requests and extract initial loan information
- Answering and managing incoming phone calls, faxes and mail
- Maintaining calendars and scheduling meetings and conference calls

Qualifications for real estate assistant

- Team-oriented and must possess strong integrity and professionalism

- Relevant VAT experience (some financial services experience required ideally in real estate or M&A)
- Experience supporting a corporate real estate department and familiarity with real estate industry terms and systems
- Experience tracking and consolidating department budgets of at least $1 million plus is preferred
- Intermediate knowledge of Microsoft Office products and database entry