

Are you looking for an exciting opportunity to advance your real estate career while working as a paid real estate assistant in a dynamic and supportive environment? StartingPoint Realty, Inc. is looking for an ambitious, self-motivated Real Estate Assistant to join our team!

As a boutique real estate firm focused on delivering exceptional client experiences, we offer comprehensive training and mentorship programs that will help you build a successful real estate career while working as an assistant in our busy office. Our turnkey sales programs are designed to generate buyer and listing leads, and we will teach you how to implement and maintain these systems to ensure your success.

We need someone who is detail-oriented, organized, and able to multitask effectively. The ideal candidate should have a Broker's license, as you will be required to do licensed tasks occasionally. If you are a new real estate agent looking to take your career to the next level or if you just want to work in a busy office, we want to hear from you!

As our Real Estate Assistant, you will be responsible for:

- Providing general support to the managing broker
- Maintaining and managing client and lead database
- Planning and overseeing client and office events
- Requesting and compiling data for weekly company reports
- Managing day-to-day office operations
- Screening new hire candidates and scheduling interview

We offer a flexible schedule with 10-15 hours a week during business hours (M-F, 9-5), allowing you to work on your own real estate career if you choose to. You will be invited to take advantage of our proven processes to generate leads and build your real estate business.

Join our team and become part of a culture focused on learning, growth, and contribution! Apply now and take the first step towards a successful career in real estate with StartingPoint Realty, Inc. <https://startingpointrealty.com/join-our-team/>