

ROYAL PROPERTIES

*Join our
Team!*

NOW HIRING

an

ADMINISTRATIVE ASSISTANT

WHO WE ARE

Royal Properties, Inc. is a full service commercial real estate company based in lower Westchester County, NY. We provide real estate solutions for landlords and retailers throughout New York, New Jersey and Connecticut

WHO WE NEED

Seeking a responsive problem solver with a great attitude. The ideal candidate should have proficient computer skills. This is a position for someone that is accustomed to multi-tasking

WHAT WE NEED

- ✓ Full Time Permanent Administrative Assistant
- ✓ Maintain polite and professional communication
- ✓ Screen phone calls and route callers to appropriate party
- ✓ Monitor and maintain office supply inventory
- ✓ Prepare and distribute marketing materials
- ✓ Maintain electronic and paper filing systems
- ✓ Manage databases and prepare reports
- ✓ Research, compile and merge information for mailings

REQUIREMENTS

- ✓ Prior real estate office experience preferred but not necessary
- ✓ Office assistant skills
- ✓ Strong interpersonal, verbal and written communication skills
- ✓ Intermediate in MS Office (Word, Excel, PowerPoint & Outlook) and Adobe (Photoshop & Acrobat)
- ✓ Knowledge and ability to utilize social media
- ✓ Strong organizational and planning skills

ONLY QUALIFIED APPLICANTS NEED APPLY

FORWARD YOUR RESUME TO:

INFO@ROYALPROPERTIESINC.COM

VISIT OUR WEBSITE AT:

WWW.ROYALPROPERTIESINC.COM