



Providence Properties LLC Job Description

Seeking:	Administrative Assistant	Job Category:	Year-round, full time
Department:	Office Crew	Open:	Immediately
Location:	Ketchikan, AK	Travel Required:	No
Salary Range:	Pay starting at \$12-\$15/hr. Advancement and paid holidays/vacations.	Position Type:	Full Time Monday-Friday 9:30am-5:30pm
Contact:	Sharli Arntzen, Broker	Date Posted:	10/30/2018
Training:	Will Train Applicant(s)	Posting Expires:	Open until filled
Website:	https://www.RealEstateInKetchikan.com		

Applications Accepted By:

IN PERSON: BY APPOINTMENT

Sharli Arntzen
Providence Properties LLC
2206 Tongass Avenue
Ketchikan, Alaska 99901

EMAIL: SHARLI@KTNLIFE.COM

Subject Line: **Application for employment**
Email **Must include** via .PDF
*Application
*Resume

Growing Real Estate Brokerage Seeking Office/Transaction/Marketing Coordinators

Qualified applicants please submit **application and resume** for immediate hiring, to Providence Properties @ 2206 Tongass Ave for one of two positions.

We're looking for an energetic person who desires to learn and grow (in knowledge and pay).

Are you someone who is...

- Customer-service oriented
- Trustworthy and reliable, able to maintain confidential information
- Organized and a quick-learner
- A team player
- Knowledgeable in Microsoft Office and basic filing principles
- Excellent in customer service
- Proficient in English
- 18 or older with reliable transportation

Jump Start your career in real estate! Successful applicants demonstrate excellent work ethic; written and oral communication skills; self-accountability; ability to prioritize tasks as needed; and work independently and/or collaborate as a team/support role.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

18 or older. HS Graduate/GED Equivalent, some higher education/training/business experience preferred.

REQUIRED SKILLS

- 2+ YEARS CUSTOMER SERVICE EXPERIENCE
- PROFICIENT IN WINDOWS OPERATING SYSTEM AND FAMILIAR WITH OFFICE 365 PROGRAMS (WORD, EXCEL, POWERPOINT, OUTLOOK, ONENOTE, ETC.)
- EXCELLENT COMMUNICATION SKILLS, BOTH WRITTEN AND ORAL.
- WORKING KNOWLEDGE OF OFFICE EQUIPMENT – COPYING, SCANNING, EMAILING, FAXING, FILING, AND TELEPHONE SYSTEM.
- EXCELLENT TIME MANAGEMENT AND ORGANIZATIONAL SKILLS WITH ABILITY TO ADAPT TO UNEXPECTED CHANGES
- MUST HAVE RELIABLE TRANSPORTATION.

ROLE AND RESPONSIBILITIES

Providence Properties is looking for a teammate who can handle the “front lines” of our office. Must be self-motivated, demonstrate excellent customer service, and organizational skills. Successful candidate will be integral to the day-to-day operations allowing our office to run smoothly.

Must be able to:

- Field phone calls and direct them to the appropriate person.
- Maintain Key Filing.
- Maintain and organize company calendar; email and phone communication; and hard copy and electronic files.
- Order office supplies.
- Organize mail-outs.
- Manage Email Communications with other Real Estate Professionals.
- Receive and Deposit payments.
- Make routine adjustments to the company website.
- Manage social media presence.

ADDITIONAL NOTES

If you have social media promotion experience or other marketing education, web design, prior real estate license or QuickBooks experience, or are a Veteran, we would love to hear from you.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Create:

Application (Make available for download on website)

Hiring Packet (think more like- "interview packet")

I am working on a questionnaire for the interview, plus list of interview questions and the shape test I like to do, plus all materials ready on hand for hiring if desired (W2, I-9? confidentiality agreement, generic job description, etc.)

Job Posting

Posting List (all media outlets)

START: KDN, LP, SitNews, State of AK, ZipRecruiter?, Facebook, Website,

DRAFT 2:

Still to Add:

- Details of company culture
- Day-to-day duties
- Position impact and how they fit