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Real Estate Transaction CoordinatorAssistant (Raleigh)

Location **North Carolina**
https://www.genclassifieds.com/x-560925-z

We are looking for an Assistant for our busy Real Estate Broker. This is a 1099 position and can be worked from home. There are no set hours but currently it takes 15-20 hours per week to handle the current workload.

The perfect candidate:
- Has Real Estate Assistant Experience (license not required)
- Is tech-savvy
- Entrepreneurial (This is a 1099 Independent Contractor Position)
- SUPER Organized and extremely detailed oriented
- A People Person
-Has transportation and live in the Raleigh and surrounding area

The position includes:
- Working in close partnership with our Top Producing Agent
- Providing administrative support
- Listing Management
- Lead generation support
- Contract to Close Management
- Marketing Assistance
- Client Management (Buyers & Sellers)
- Schedule Flexibility- There are no set hours

If you meet the qualifications outlined, please respond with your resume as an attachment in the subject line. Please ensure that both your email address and phone number are listed on your resume.
In the body of the email in a few sentences tell us a little bit about yourself and let us know why we should select you for this opportunity. Also please include the amount you are looking to be paid per week.

Due to the high amount of responses we can only respond to those that we are interested in interviewing.

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