

# Real Estate Transaction CoordinatorAssistant (Raleigh)



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



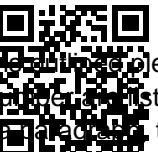


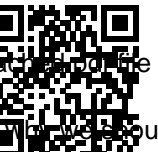




We are looking for an Assistant for our busy Real Estate Broker. This is a 1099 position and can be worked from home. There are no set hours but currently it takes 15-20 hours per week to handle the current workload.

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

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If you need any clarification, please email us with your questions. An attached PDF with the job description is available. Please note that the email address and phone number listed on the job posting are for the employer's use only. If you are interested in this opportunity, please email us with 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.