

Real Estate Broker seeks 2 Assistants for various Shifts. SalaryComm. (Queens)



Location

New York
<https://www.genclassifieds.com/x-635458-z>



I am a successful real estate broker in Queens looking to expand my business. Office is located in Forest Hills.

Hiring assistant. MUST work well with others as you will coordinating with me, my team, and the other assistant.

I need to hire 2 assistants for different shifts.
 Mon-Thurs, 12-8pm.(32 hours).
 Fri-Sun, 11-5pm.(18 hours).

Job is very simple.
 You will assist me with anything I need during your shifts.

Primary tasks include.

- Making & Confirming Schedules
- Calling buyers, home owners, property managers, etc.
- Organizing paperwork
- Online marketing
- Making appointments daily

Please email.

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