

**JOB DESCRIPTION**

# Real Estate Virtual Assistant

**Job Overview:** We are looking for a real estate virtual assistant to help our team with varied administrative and research related tasks for our real estate company. We are a small team and growing company, so our ideal candidate would be zealous about real estate industry in general, quick learner, and great multi-tasker.

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**Responsibilities and Duties:**

- Customer follow-up.
- Generate leads online.
- Manage the social media handles and upload property photos and engage audience.
- Create and maintain the database of leads generated.
- Create presentation and property marketing materials.
- Manage appointments and schedule and send reminders.
- Manage customer queries and respond to them with the relevant pre-set template.

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**Qualifications:**

- At least 1 year experience in BPO company
- Attention to detail is a must
- Excellent English communication skills (Verbal and Written)
- Highly trainable
- Resourceful
- Willing to learn
- Must be at least proficient in Microsoft office/ Google suite.
- Knowledge of CRM's, cloud-based filing, productivity tools (Trello, Monday), basic social and graphics design would be a plus for the role but not required.

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