

Company Name: Calgary Luxury Real Estate Company Location: 401 9 Ave SW, Calgary, AB T2P 3C5, Canada Company website: <https://calgaryluxuryrealestate.com>

Contact info: +1 613 700 7464

Job Type: Part-Time Job

Job Title: Remote Office Assistant

#### Job Description:

Our company is in need of highly motivated individuals with strong follow-up skills to support our real estate team as part-time Office Assistants. The working hours are 18 to 20 hours per week, and the compensation \$400 per week.

Duties and Responsibilities include, but aren't limited to:

- Assisting clients with purchasing
- Managing property searches.
- Answer phone calls and emails.
- Schedule appointments and showings.

#### Job Functions:

- Work remotely and independently on most days.
- Organize workflow and prioritize tasks effectively.
- Utilize critical thinking and problem-solving skills.
- Work independently while demonstrating excellent interpersonal skills.

Interested candidates should forward their resumes to:

([rayliathompson@realtyagent.com](mailto:rayliathompson@realtyagent.com))