

JOB DESCRIPTION

Position: Brokerage Assistant

Employer: ICR Commercial Real Estate

Employment: Casual (covering holidays & sick days for two brokerage offices)

We are looking for someone who is available with a short-time notice.

We are looking for an additional casual Brokerage Assistant for our Brokerage Division. Work hours are 8:30-5:00.

Who we are looking for:

- 3 to 5 years administrative experience
- Excellent written and verbal communication skills
- Familiar with some advanced skills in Microsoft Office Word, Excel and Outlook
- Knowledge in real estate or real estate/contract law an asset
- Ability to work quickly and accurately with a strong eye for detail

Duties include, but are not limited to, the following:

- Opening & Closing of Office: maintenance kitchen and surrounding area & boardrooms
- Work closely with the agents with relevant paperwork (i.e. offers to Lease/Sale)
- Manage relevant legal documents within the office
- Answering incoming and routing outgoing phone calls (i.e. intra-office, floor calls)
- Gathering relevant property information (i.e. taxes, titles, parcel pictures, corporate searches)

Other duties as assigned and in accordance with ability.

How to apply:

Interested applicants should submit their cover letter and resume outlining their skills, experience and interests by email (anna.kalyta@icrcommercial.com).

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 TRUST US TO PUT YOU ON THE MAP

