

Real Estate Assistant

Job description

Company Description

Ash Properties & Constructions Ltd. Is a luxury real estate brokerage firm domiciled in Lagos Nigeria. We focus on brokering real estate purchase and sales request for various of our intending clients looking for Apartments, Lands and Houses. We poised to become the go to name for real estate brokerage services in Lagos Nigeria, and in the foreseeable future provide luxury homes for the populace.

Role Description

This is a full-time role for a Real Estate Assistant at Ash Properties & Constructions Limited located in Lagos. The Real Estate Assistant will be responsible for various day-to-day tasks related to real estate such as assisting with property listing, conducting market research, providing administrative assistance, and delivering excellent customer service. This is a hybrid role, with the majority of work being in the office but with the flexibility for some remote work.

Duties and Responsibilities

- Assist in managing daily schedule and appointments.
- Handle calls, emails and messages from clients.
- Prepare and distribute marketing materials.
- Organize and maintain files and documents.
- Capture property listings, organize and upload into various platforms.
- Draft weekly marketing / blog writeups
- Assist in drafting and reviewing real estate contracts and agreements.
- Perform other administrative tasks as needed.
- Engage and Assist Agents in brokerage services
- Increase the portfolio listings.

Requirements & Qualifications

- University graduate

- Experience in administrative support / client services
- Strong communication and interpersonal skills
- Proficiency in MS Office and other relevant software.
- Ability to manage multiple tasks and prioritize workload.
- Attention to detail and accuracy
- Ability to work independently and as part of a team.
- Willingness to have a career in Real Estate.
- Knowledge of real estate industry and terminology.
- Experience in Marketing and Social media management.
- Ability to manage confidential information with discretion
- Fluent speaking/reading/writing in English and at least one local language.
- Flexibility to work outside of regular business hours if necessary.
- Command a strong dress sense.

If you meet the criteria for this role, [click here](#) to apply now or copy and paste the link below on your browser.

<https://forms.gle/WVubp4w2LdMeGCwW8>