

Job Opening: Realtor Assistant

Are you passionate about real estate and ready to build a long-term career in the industry? Do you enjoy working with people, have an eye for presentation, and thrive in organized, high-paced environments? Ash Properties & Construction Ltd. is looking for a smart, dependable, and well-presented **Realtor Assistant** to support our operations across Lagos.

About Ash Properties

We are a growing luxury real estate development & brokerage firm delivering both luxury and affordable housing across Lagos. As our project portfolio grows, we are seeking driven individuals who want to learn and grow within the business of real estate.

Position: Realtor Assistant

Location: Lagos

Employment Type: Full-Time

Career Level: Entry-Level (Graduate)

Role Responsibilities

- Assist with property inspections and open houses
- Support client relations and help in closing property deals
- Draft memos, client correspondence, and internal sales reports
- Capture, catalog, and upload photos/videos of listings
- Help with listing management and marketing coordination
- Maintain a high level of professionalism and punctuality
- Offer creative input and solutions in marketing and client service

Candidate Requirements

- **A graduate (NYSC completed or in progress)**
- Good communication and interpersonal skills
- Strong dress sense and professional demeanor
- Punctual, organized, and detail-oriented
- Tech-savvy (Google Workspace, social media, property apps)
- Ability to think outside the box
- Patient and able to work under pressure
- Interest in real estate, client service, or sales

Bonus Points For:

- Photography or social media skills
- Familiarity with Lagos property market
- Driving ability (not required)

Ready to Apply?

Visit our website to submit your application:

 [Fill the form to apply](#)

Deadline: [25th May, 2025]