

Personal Assistant

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Company: Keller Williams Realty, Inc.

Location: India

Category: sales-and-related

Company DescriptionKeller Williams Realty, Inc. is the world's largest real estate franchise by agent count, with over 1,100 offices and 187,000 agents. They are headquartered in Austin, Texas, and are ranked No.1 in units and sales volume in the United States. The company has an agent-centric, technology-driven and education-based culture that rewards agents as stakeholders.
Role DescriptionThis is a full-time remote Personal Assistant role at Keller Williams Realty, Inc. The Personal Assistant will be responsible for managing the diary of their assigned Executive, assisting with administrative tasks, and maintaining communication with clients and colleagues.
QualificationsPersonal Assistance and Executive Administrative Assistance skillsExcellent communication skills, both written and verbalOrganizational and time management skills, including diary managementClerical skills, including proficiency in basic office software such as Microsoft Office or Google SuiteExperience working in a fast-paced environment with the ability to prioritize tasksAbility to maintain confidentiality and handle sensitive informationAssociate or Bachelor's degree in a related field is preferredExperience working in the real estate industry is a plusLearn KW CommandLead Generation:Property ManagementAirBNBBrokerLearn how to use MatrixLearn how to use Ai to enhance marketing etc...

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