

The Johnson County Association of Realtors®

Is seeking a Part-time Administrative Assistant

Work week: 8:30am – 2:30pm, Monday – Thursday, with some flexibility

\$12/ hour

The Administrative Assistant facilitates the efficient operation of the office by performing a variety of clerical and administrative tasks assigned by the Association Executive.

Duties/Responsibilities:

- Greet visitors and answer phone calls, emails.
- Set up new member applications in MLS, program key boxes, & take payments.
- Create and maintain filing systems electronically.
- Respond to and resolve administrative inquiries and questions.
- Make weekly deposits to the bank.
- Prepare/ write agenda and minutes for the Board.
- Update website, Instagram, and twitter account.
- Coordinate monthly JCAR luncheons.
- Maintain and update spreadsheets, directories, and databases.
- Assist with registration, setup, and processing paperwork for events & education courses.
- Manage office when AE is attending conferences.
- Available to work 3 to 5 nightly JCAR events throughout the year.
- Perform other related duties as assigned by Association Executive.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in all Microsoft Office applications.
- Proficient with social media outlets.
- Excellent organizational skills and attention to detail.
- Ability to work independently & to multi-task.

Send resumes to Jennifer Thompson at ae@johnsoncountyrealtors.org.

Johnson County Association of Realtors

1 N Walnut Street

Cleburne, Texas

817-558-9654

