

JOB TITLE: ADMINISTRATIVE ASSISTANT



Texas REALTORS® seeks an Administrative Assistant to perform a wide range of administrative-related tasks for its Board Services Department. This is a full-time position in Austin, Texas.

Contact: Send resumes and cover letters to Director of Board Services Kinski Moss at kmoss@texasrealtors.com.

JOB DUTIES AND RESPONSIBILITIES

- Answer phone and assist callers with inquiries related to professional standards matters and Texas Realtors® Land Institute (RLI) membership and education.
- Respond to emails and requests for information on professional standards and Texas RLI matters.
- Address all inquiries promptly and effectively.
- Assign cases for ombudsman services and schedule ombudsmen annually.
- Assist in setting up new ethics and arbitration cases.
- Send welcome letters to new RLI members.
- Assist with minutes and recordkeeping for the Texas Multi-Board Managed (MBM) Boards.
- Maintain records for professional standards committee member requirements.
- Distribute mail.
- Create and maintain filing systems electronically.
- Prepare forms, mailings, correspondence, and other documents as requested.
- Maintain and update spreadsheets, directories, and databases.
- Assist with registration, setup, and processing paperwork for events, education courses, and meetings.
- Participate in staff meetings and development opportunities.
- Assist Director of Board Services with the national association and state law compliance requirements.
- Complete other duties as assigned by the Director of Board Services.

SKILLS AND QUALIFICATIONS

- Associate degree or equivalent from a two-year college; or at least three (3) years' experience as an assistant performing general office responsibilities/procedures.
- Excellent ability to multitask and problem-solve.
- Excellent writing and verbal-communication skills.
- Exceptional listening skills and patience.
- Extensive knowledge of all Microsoft Office applications.
- Experience working with an online content management system, such as WordPress, or interest in learning how to use such tools.
- Consistently maintain a positive, energetic, and professional image.

About us

Texas REALTORS is a member-service organization, serving over 130,000 real estate professionals. The association staff functions as a team to provide exemplary service to the members through a variety of benefits and services. Texas REALTORS has been named one of Austin American Statesman's Top Workplaces for the past two years and prides itself in providing a rewarding work environment centered around our core values of service, collaboration, ownership, integrity and respect.