



JOB TITLE: ADMINISTRATIVE ASSISTANT

Department: Board Services. 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 issues.
- Address inquiries promptly and effectively.
- Respond to emails and requests for information.
- Assist in setting up new ethics and arbitration cases and file closed ethics and arbitration cases.
- Organize and maintain records, files, and reports.
- Prepare forms, correspondence, and other documents as requested.
- Assist with minutes and recordkeeping.
- Assist with registration, setup, and processing paperwork for events, education courses, and meetings.
- Maintain office supplies by checking inventory and ordering items.
- Participate in staff meetings and development opportunities.
- Assist with maintaining and updating directories and databases.
- 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.