



JOB TITLE: ADMINISTRATIVE ASSISTANT

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

Contact: Send resumes and cover letters to the Vice President of Legal Affairs, Lori Levy at llevy@texasrealtors.com.

JOB DUTIES AND RESPONSIBILITIES

- Provide administrative support to various department meetings - includes communication, preparing meeting materials, taking minutes, and technology set up, etc.
- Schedule, market, coordinate speakers, set up, and run all department webinars
- Respond to inquiries regarding legal department products and services
- Coordinate hotline schedule and set up and run weekly hotline webinar meeting
- Maintain association contract management system
- Forms library management: invoicing, payments and forms updates, act as liaison for vendor issues
- Draft for attorney signature and send all legal correspondence
- Prepare final version of contracts and agreements for signature
- Internet monitoring for protection of association intellectual property
- Organize and maintain all legal files, particularly governance documents
- Serve as back up for main line phone coverage for association
- Weekly compilation of federal and state agency rules proposed/adopted
- Weekly case law searches, as directed by an attorney
- Additional administrative tasks related to the legislative session
- Schedule professional development events for department
- Other administrative duties as tasked

SKILLS AND QUALIFICATIONS

- Associate degree or equivalent from a two-year college; or at least three (3) years' experience as an assistant performing general or legal 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
- Consistently maintain a positive, energetic, and professional image