

NOW HIRING



REAL ESTATE CONTRACT ADMINISTRATOR

JOB DESCRIPTION

The Bella Collina Real Estate Company is seeking a highly organized and detail-oriented Contract Administrator to join our team. This position is required to perform a variety of tasks to support the real estate sales team by directly assisting agents with daily operations, customer relations, preparation and processing of purchase and listing contracts.

ESSENTIAL JOB FUNCTIONS

- Prepare all purchase contracts, listings, correspondence, memorandums, reports, and documents for the office, as approved by the VP of Real Estate.
- Highly organized with the ability to organize others and have high follow through on tasks.
- Assist Sales Associates in daily business activities.
- Excellent computer skills and communication skills (both internally and externally).
- Maintain accurate and complete files on all office business.
- Be a team player with a positive attitude.
- Handle telephone messages using proper telephone techniques.

EDUCATION/EXPERIENCE

Have a minimum of 2-3 consecutive years of real estate experience.

COMPUTER SKILLS

- Microsoft Word, Excel & Office
- DocuSign

BENEFITS

- 401(k) 6% Match
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

APPLY

Upload your resume through the Bella Collina Website or email to Christine Pike at: cpike@bellacollina.com