



POSITION: Real Estate Marketing and Operations Administration Associate

LOCATION: Albany, Georgia

RESPONSIBILITIES: This full time position will provide support for the Executive VP/GA Real Estate Broker, the VP of Business Development and the company-wide Real Estate Department. This position will also work closely with other RE marketing associates with similar responsibilities.

REQUIREMENTS: We are seeking a highly motivated individual with the ability to work independently as well as in a team environment. Must possess an organized and methodical approach to work. Be proficient with computers and office software, especially the Microsoft Office Suite of Programs including Publisher, Adobe Acrobat, In-design, and Photoshop. Familiar with a mass communications database program such as ACT!. Have strong written and oral skills and be able to accurately transcribe and relay information. Have or quickly gain basic understanding of real estate concepts and familiarity with general real estate regulations and laws. Have basic bookkeeping skills.

Essential Functions: Real Estate duties include but are not limited to preparation of listing agreements and sale contracts, advertise listings, assemble and market property reports, maintain files, record keeping, research, and database management. Operations responsibilities include but are not limited to assisting Ex. VP and other Lead Team members on various projects including research, data recording, filing, conference call scheduling, and back up support for switchboard.

Education and Experience: An Associates or Bachelor's Degree is a plus. If not already a GA licensed Real Estate Salesperson, will be required to become licensed within the first 6 months of employment. A minimum of 3 years' experience in marketing and/or office operations with related real estate industry experience preferred.

SALARY: Commensurate with experience and education.

DURATION OF POSITION OPENING: Until position is filled.

CONTACT: Submit all resumes/cover letters via email to jobposting6@fwforestry.com