



BILINGUAL INTERNSHIP ASSISTANT

(Mandarin & Cantonese)

We are seeking a highly organized and motivated individual to join our team as a Real Estate Assistant. As a Real Estate Assistant, you will provide administrative support to our real estate agents and help ensure smooth operations within the office. This is a dynamic role that requires excellent organizational skills, strong attention to detail, and the ability to multitask effectively.

Responsibilities

- Support agents with admin tasks like preparing documents, scheduling, and handling client communication
- Help coordinate showings and open houses
- Assist with market research and creating property listings
- Keep client databases organized and updated
- Provide great customer service and respond to client questions quickly
- Assist with contract preparation and follow-ups
- Work closely with the team to keep things running smoothly

Requirements

- Experience in admin or customer service is a plus
- Strong written and verbal communication skills
- Can handle multiple tasks and stay organized in a fast-paced setting
- Proficient with Microsoft Office or similar tools
- Some knowledge of real estate processes is a bonus
- Bilingual or multilingual is a big plus
- Familiarity with property management is helpful

If you're organized, a strong communicator, and excited about real estate, we'd love to have you on our team as a Real Estate Assistant. This is a great opportunity to grow your skills and build a career in the industry.

CONTACT US :
(628) 786-1376

SEND YOUR RESUME TO:
coffee150hr@gmail.com

