

LICENSED REAL ESTATE ASSISTANT

Top Producing Real Estate Agent seeks a full-time Licensed Assistant enthusiastic about learning, thrives in an upbeat, fast-paced, deadline-driven atmosphere. Professional office in Denver Tech Center; this is not a virtual role. Requires minimum of 3 yrs Real Estate experience, thorough understanding of CO Real Estate Contracts, proficient in CTMe, Matrix, Outlook, Google, etc. Strong verbal & written communication skills necessary, organization & time management skills are key. Able to work independently and as part of a team on tight deadlines with a sense of urgency. Send application and cover memo to Brendan@Realtor.com; or call for information 720-291-0805.