



Hallmark Lind Group Realty Ltd., Brokerage

Independently Owned and Operated.

"Raising the Bar"

Position title: Receptionist / Secretary

Location: Aurora, Ontario

Status: Permanent full time

Reports to: Administrator

You are an enthusiastic and creative networker, you love a challenge and you have a track record of delivering quality work and top-notch customer service. Here's your chance to join a growing company whose success is built on a commitment to offering the highest degree of professionalism to customers. Established in 1992, RE/MAX Hallmark Lind Group Ltd., formerly L.H. Lind Realty, is the preferred real estate company in York Region and the first residential real estate company in Ontario to earn the ISO 9001:2000 registration.

As our Receptionist/Secretary, you will be responsible for operating the company's telecommunications system, collecting and providing information, handling various administrative duties and helping the company expand its digital presence. You apply a strong customer service mindset to all interactions with clients and coworkers. You will be responsible for ensuring that electronic documentation and paperwork are accessible, complete and traceable.

Main Responsibilities

- Answers phone calls, provides information, takes messages and forwards calls
- Handles all inquiries professionally and courteously, in person, by phone or via email
- Welcomes visitors and determines the nature of their business
- Serves as liaison between Sales Representatives and customers
- Tracks and reports on weekly advertising by President and Sales Representatives
- Maintains message database, using QuickOffice Commander program
- Tracks new listing and open house information and expired listing information
- Arranges appointments and prepares offers and related paperwork
- Responds to inquiries regarding properties and provides information to potential buyers
- Updates company's LinkedIn page and website to build company's digital presence
- Checks fax machine for incoming faxes and distributes to appropriate staff members
- Collects, sorts and distributes regular mail

Qualifications and Requirements

- At least three months' experience handling reception duties in real estate office
- Experience using QuickOffice Commander, TREBNet and TREB Brokerload programs
- Experience working with social media platforms for business purposes
- Pleasant telephone manner and effective communication skills
- Excellent interpersonal and customer service skills
- Diploma in office administration an asset
- Proficient in MS Office programs (Word, Excel, PowerPoint, Outlook)
- Thoroughness and keen attention to detail

Personal Profile:

- Friendly, calm, welcoming demeanour
- Focus on quality service and process improvement
- Friendly, calm, welcoming demeanour
- Creative and energetic personality
- Punctual and dependable

How to apply:

If you interested in working for a growing company that wants to make a real difference for its customers, then we'd love to hear from you!

Please send your resume and cover letter to careers@hallmarklindrealty.com. We thank all applicants for their interest, however only those selected for an interview will be contacted.