**Real Estate Assistant Wanted**

Real Estate company needs someone to work virtually 15 to 20 hours a week. Must have the ability to take incoming phone calls from buyers and sellers and make outgoing calls to gather lead information. We are looking for someone reliable and who has flexibility in their schedule. There will be a basic set schedule working 3 to 4 hours per day to start. Customer service, sales experience and online marketing experience is preferred. You must be confident talking to people on the phone and gathering information in seller lead sheets to provide to the company.

Job Description:

* Making phone calls to buyers, sellers and tenants.
* Gather lead information to generate deals
* Run CMA’s – Competitive Market Analysis on properties and enter in a database.
* Completing online marketing such as posting craigslist ads, searching the MLS and more advanced online lead generation efforts to generate real estate leads.
* Additional Marketing projects may be given as well
* Hours may increase depending on skills and production.
* Bonus available for closed deals.

Pay and Requirements:

* $10 per hour (may be negotiable based on experience) plus bonus for closed deals.
* You will be paid as a sub-contractor and will bill me according to time spent.
* Readily available computer and internet access with ability to print and scan if required.
* Basic Microsoft office skills are needed.
* Basic Internet skills are needed.
* Must be able to speak and write English fluently.
* Being able to communicate well on the phone and in person is a must.
* Customer service, sales and online marketing experience is preferred.
* Work will start on an agreed upon time frame.

If interested, please email your resume to Jeffrey Merkley at [info@mpshomesolutions.com](mailto:info@mpshomesolutions.com)

* Compensation: $10 per hour (Negotiable on work experience)
* Principals only. Recruiters please do not contact this job poster.
* Please, no phone calls about this job.
* Please do not contact job poster about other services, products or commercial interests