

AREIA ADVISERS

EXECUTIVE ASSISTANT

Job Overview

We are hiring a talented Executive Assistant. Areia Advisers offers a tailor-made property search service in Portugal. Passionate about real estate, Portugal and its art of living, we naturally love what we do and our clients sense it. Dedicated to our buyers, our 360o service covers the entire buying process, from the study of your project to the handing over of the keys. This way, our international clients will find - in all simplicity - the ideal property at the right price, whether they want to settle in Lisbon or by the sea.

Responsibilities for Executive Estate Assistant

Market research

- Identify new market opportunities (off market, new development projects ...)
- Obtain information and public records about property for sale
- Prepare, deliver and pick up real estate documents
- Identify on site and online properties for potential new listings

Marketing and communication

- Handle advertising of the property online and through newspapers
- Coordination and organization of property's photo shooting
- Put up and remove 'for sale' and 'solid' signs on the property
- Write property description and publish properties on the website and online platforms
- Manage and develop the instagram page and the website
- Prepare weekly newsletters

Sales support

- Assist real estate agent with the coordination and preparation of successful customer support
- Gathering necessary information about properties for sale
- Source best market opportunities for clients, book and organize customer's visits
- Organize commercial information and design of sales support tools
- Collecting signed copy of the agreements from clients (sellers and buyers)

Qualifications for Real Estate Assistant

- Fluent in English and Portuguese - French is a plus
- High school diploma or degree in any discipline
- 0-2 years of experience in the Real Estate industry
- Knowledge of real estate industry trends and best practices
- Strong communication and negotiation skills
- Ability to work collaboratively and independently
- Good analytical and research skills and computer skills
- Customer-centric and detail-oriented individual

Location

Home Based - the candidate must have the possibility to come regularly to Lisbon

Schedule

Full time position

To start as soon as possible

Contact

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