

Part-Time Real Estate Admin & Client Support Assistant

Role Summary:

Join a busy real estate team to keep operations running smoothly and ensure no client request falls through the cracks. This role is ideal for a friendly, detail-oriented, and tech-savvy professional who thrives on organization.

Key Responsibilities:

- Manage showing requests on active listings and follow up with clients and agents.
- Track listing and transaction milestones (contracts, photos, staging, MLS updates, inspections, etc.).
- Prepare weekly listing activity reports and run basic CRM/MLS reports for clients and the team
- Maintain CRM and MLS data with accuracy.
- Assist with client communications via email, text, and calls.
- Provide general administrative support to ensure smooth team operations.

Requirements:

- Strong organizational and communication skills.
- Tech-savvy: CRM, MLS, Google Workspace; able to learn new tools quickly.
- Friendly, proactive, detail-oriented, and independent.
- Prior real estate experience a plus but not required.

Why Join Us:

Be part of a high-performing real estate team where your contributions are valued, your ideas are heard, and your work directly helps clients find their dream homes. Flexible hours and a collaborative environment make this role perfect for someone looking to grow in real estate operations.

To apply, send resume and cover letter to Sam at

Sam@hudsonrealestate.ca

Hudson Real Estate | REAL Broker