

## Administrative Assistant/Brokerage Coordinator - Real Estate

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$24.00 to \$26.50 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half Sacramento has an immediate job opportunity available for an Administrative Assistant/Brokerage Coordinator who is eager to get started with an industry-leading Real Estate company in Downtown Sacramento! Our client is looking for a talented individual who is dedicated to the success and future growth of the company. This on-going contract, working full-time MON-FRI 8am-5pm.

The Administrative Assistant/Brokerage Coordinator will support a market-leading team of 10+ Brokers at a top global real estate services firm. The role consists of execution of work related to commercial real estate transactions and client deliverables. This individual must be a collaborative team player with a can-do mindset and will participate in regular business and team meetings. It is a multifaceted role requiring strong organizational skills, plus the ability to take some initiative and multi-task in a fast-paced environment.

The AA/Brokerage Coordinator will be trained and become highly proficient with the internal systems including team's database, as well as Workday, Salesforce, Microsoft and Adobe applications. This position offers the opportunity to gain knowledge and experience in commercial real estate plus growth potential within a well-established Brokerage team.

\*\*\*HOW TO APPLY - If you have the required experience and are immediately available, please email an updated copy of your resume to Ally Dutra & follow-up by calling our office to introduce yourself - 916.209.6829.

### RESPONSIBILITIES:

- Screening and transferring phone calls
- Assist with the creation/modification of presentations, spreadsheets, and all deliverables
- Complex calendar management and meeting arrangements - previous experience is critical! This role requires a quick mind that can multitask, plan, and make sure that all department calendars are up to date
- Prepare Commercial Real Estate Transaction Documents - Purchase and Sale Agreements, Leases Agreements, Tenant Estoppels and Disclosures (Property Information Sheets and Seller's Mandatory Disclosure)
- Draft Listing Agreements, Prepare Letters of Intent, Proposals to Lease or Purchase, Counter Responses and other Transaction Related Correspondences
- Coordinate Closed Deal Submission to the Deal Desk
- Organize all agreements, property information and due diligence materials for each pursuit
- Support Timeliness of Team's deliverables
- Coordinate Marketing Efforts
- Create, Enter and Maintain Listings in External Listing Multiple Services (AIR, LoopNet, and CoStar)
- Maintain and account for our subscription with LoopNet and our team's listings posted within
- Maintain our Team's Internal Active List of Property Listings and Pursuits
- Prepare Weekly Marketing Updates and Activity Reports for Clients
- Create targeted mailers from Internal Database

### Requirements

- Bachelor's degree or equivalent
- 1-3 Years' experience in marketing, administration or related field; or similar combination of education and experience
- Excellent oral and written communication skills
- Intermediate-Advanced skills with Microsoft Office Suite
- Proficiency with Adobe Creative Suite
- Detail oriented, self-starter, well organized, able to set priorities and handle multiple projects at any given time, and comfortable working in a fast-paced environment independently
- Demonstrated strong interpersonal skills
- History of excellent internal and external customer service

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

---

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**