

Opening for Office Manager

Aviles Real Estate Brokerage has an opening for an office manager with real estate experience. The primary role of this position is to administratively support the team's real estate activities.

The ideal candidate would also be:

- Capable of operating within the CTAR MLS;
- Basic understanding of real estate contracts;
- Honest and reliable;
- Well organized;
- Efficient with multi-tasking;
- Self-starter;
- Punctual;
- Friendly and upbeat;
- Live in Mount Pleasant North;
- No need for medical insurance;
- Good with clients on the telephone and in person; and
- Flexible in terms of any additional hours needed and overall job duties.

If you would like to be a part of a fast –paced, productive team, please email your resume and compensation history to: Susan@Aviles-RealEstate.com

We will be back in touch within the next two weeks after considering all applicants. Thank you for your interest.

Warmest Regards,

Susan Aviles, Broker-in-Charge, CPA, ABR, ALHS, e-PRO, LMC, CIAS

Realtor of Distinction, Executive Circle

East Cooper Top Producer

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