**Who We Are:**

Join the Sandi Gentry Team, a leading force in West Michigan's real estate market, renowned for our commitment to excellence and innovation. We care deeply about our team and are dedicated to making a difference in our community by helping our clients navigate one of the most significant decisions of their lives—buying and selling homes.

**The Role:**

As a Real Estate Administrative Assistant, you are the backbone of our daily operations, collaborating closely with the team to ensure smooth transactions and client satisfaction. Your crucial role supports the seamless performance that defines us as a leading team.

**Key Responsibilities:**

* **Client Support:** Manage different aspects of real estate transactions from initial contact to post-sale follow-up. Provide top-tier customer service, maintaining open lines of communication with clients and the team.
* **Operational Efficiency:** Assist in preparing and managing listings, conducting market analyses, and handling all associated paperwork efficiently. Ensure office systems and processes run smoothly.
* **Marketing and Communication:** Help coordinate marketing efforts, including preparing promotional materials and navigating social media platforms.

**The Ideal Candidate:**

* Has experience in administrative roles, preferably within a real estate setting, and is familiar with real estate practices and terminology.
* Possess outstanding organizational skills and attention to detail, capable of juggling multiple tasks in a fast-paced environment.
* Proficient with Microsoft Office Suite and are comfortable learning new software applications, including CRM systems.
* Possesses excellent communication skills, both written and verbal, and has a strong presence on the phone.
* Values integrity and transparency in all interactions and is committed to fostering trusting relationships with clients and team members.

**What We Offer:**

* A vibrant environment where hard work is paired with genuine fun and opportunity.
* Opportunities for professional growth and advancement within the team.
* Competitive compensation, reflective of your experience and skills.
* A comprehensive interview process and onboarding to ensure you and the team excel.

**Why Join Us:**

At The Sandi Gentry Team, our collective strength stems from the hearts and minds of our team members. We don't just sell properties—we enrich lives, fostering community and connection through every transaction. Discover how your unique talents and dedication can make a real difference as we continue to define excellence and achieve new milestones together. Join us, and let's build a future where our clients and your career can thrive.

Send your resume to: [Admin@WorkWise24.com](mailto:Admin@WorkWise24.com)