

NOW HIRING

ADMINISTRATIVE ASSISTANT

Miller Chicago LLC is a full service real estate firm which has been active for nearly seven years. We offer Commercial Leasing and Brokerage, Property Management, Project Management, Residential Sales, and Leasing to all our clients. Our managing broker is a Top Producer for the Chicago Association of Realtors and CoStar. Our VP is an industry leader in Property Management as a board member for the association and a property management educator.

Responsibilities

- Scheduling / coordination of showings, meetings, inspections & events
- Coordinating marketing of properties such as photographs, signage, uploading to marketing platforms, etc
- Office management (answering phone calls, maintaining files, greeting walk-ins, agent support, etc)

Requirements

- Must obtain a smart phone & laptop
- Reliable transportation (your own car)
- A positive attitude & high level of motivation
- Self-starter with strong problem solving skills
- Ability to multi-task
- Exceptional written & verbal communication skills
- Detail oriented & strong organizational skills

Email Your Resume To Miller@MillerChicagoRealEstate.com

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