

Commercial Real Estate Assistant

Nashville Area Commercial Real Estate group is seeking an experienced Assistant. The position would be as support for a fast-paced group of Brokers. The role would include preparation and processing of transaction-related documents and marketing-related functions. A College Degree is strongly desired. A minimum of 5 to 10 years of experience is required. Experience with the Commercial Real Estate field is a strong plus. Having or obtaining a real estate license is required. Must be organized, productive, energetic and self-motivated. Strong communication skills, a help-oriented demeanor, a problem-solving attitude and a high value of character are required. Must be able to multi-task and prioritize for multiple Team Members and be fluent in Office and graphic software and the use of Web-based services. Qualified Candidates should send their resume to: Landau79@live.com