

Real Estate Ass't (3+yrs) Progressive, fun, Real Estate CO seeks assistant with positive can-do attitude to work closely with broker team (Commercial Real Estate/Dev) managing schedules, meetings, excel spreadsheets, PPT, develop lease tracking reports, HIGHLY ORGANIZED with strong written/communication skills. Must have min. of 2 year degree, Com. RE experience +. Salary \$30-40K DOE + bfts ASAP

Contact Teresa Kingery at [tkingery@kingeryandassociates.com](mailto:tkingery@kingeryandassociates.com)