



## **Position Available at the Board Office**

To all Members,

A position has become available at the Board Office. If you know of anyone who would be interested in the position, please pass on the following information:

### **Title: Administrative Assistant**

The Administrative Assistant of the Kings County Board of REALTORS® provides administrative support to the MLS Coordinator and Executive Officer.

### **Skills, Qualifications, and Responsibilities to include but not limited to:**

- Receptionist. Answers phones, greets and assists members and the public with a warm and welcoming disposition.
- Good communication and problem-solving skills
- Decision-making, prioritization, and time management skills
- A team player with excellent interpersonal skills.
- Maintains confidentiality of sensitive information.
- General clerical skills and good organizational skills.
- Proficient in computer-based programs including but not limited to, Microsoft Word, Excel, Outlook, PowerPoint, Publisher, Canva, or other design applications and ability to learn proprietary computer programs.
- Ability to document with detailed notes.
- Creates education and event flyers and tracking information as needed.
- And other duties as assigned.

Part-Time position. 28 hours per week. 9:00am – 3:00/3:30pm, Monday through Friday  
Starting at \$20.00 per hour

Resume must be submitted to: [KCBORjob@gmail.com](mailto:KCBORjob@gmail.com)

Resumes **will not** be accepted at the KCBOR Board Office.

**Deadline to submit resume is August 9, 2024.**