



Eastern Carolinas Commercial Real Estate is seeking a highly motivated, self-starting, Administrative Assistant to join our firm. Candidate will be the support system for our brokerage team. Candidate will report directly to the Vice-President.

Candidate's main function will be data entry across all platforms along with filing and organization of relevant paper copies. In addition, the Administrative Assistant will ensure office opening every morning, marketing material design and disseminated.

Candidate must possess the following qualifications:

- **Detail oriented**
- **Organized**
- **Persistent**
- **Patient**
- **Positive Personality**
- **Working knowledge of office equipment and basic office procedures**
- **Excellent organizational and time management skills**
- **Analytical abilities and aptitude in problem solving**
- **2-5 years working in a business office**

Candidate must also have a strong understanding of day to day duties and responsibilities in a sales office environment and be a multi-tasker not a project manager.

Job Type: Full-Time

Salary + Bonus

Please email your cover letter and resume to Jobs@eccrenc.com for consideration.