



JOB DESCRIPTION

Real Estate Assistant/Associate

Deakin Realty is looking for a high-energy team player to join our boutique agency. This position is an opportunity to be part of dynamic team and be involved in all aspects of real estate sales.

OUR ORGANIZATION

For the last 30 years, Deakin Realty has been a leading specialist in Montreal's West Island, with a reputation for honesty, knowledge, work ethic and community involvement. Our agency's team approach ensures unmatched expertise and the highest standard of service available in real estate sales. Working primarily with repeat and referral clients, our small but busy team handles over 100 transactions yearly.

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Support the principal brokers in all aspects of real estate sales, including:

- Coordinate development of marketing materials (photos, floor plans)
- Answer and set up all appointment requests for our listings
- Coordinate and host visits from other brokers
- Track and record visit feedback to allow for regular client updates
- Host caravans and open houses
- Attend building inspections
- Work with buyers (attend client intro meetings and host showings)
- Assist with document preparation throughout the selling process

QUALIFICATIONS AND REQUIREMENTS

- Possess an active real estate license, and maintain memberships with both the OACIQ and the GMREB
- Have 1-3 years experience in real estate sales (or equivalent business experience)
- Higher education and/or work experience in marketing a major asset
- Bilingual (French/English, spoken and written) - other languages a plus
- High energy - able to adapt to fast-paced, ever-changing schedule
- Minimum 5 days/week - availability to work nights and weekends
- Ideal candidate will value community engagement and corporate responsibility
- Cell phone, laptop and car are all required

Please send your cover letter and resume by October 1st to Don Field, Business Manager:
don@deakinrealty.ca