

YAKIMA ASSOCIATION OF REALTORS® AND MLS JOB DESCRIPTION

Job Title: Administrative Assistant
Reports to: Association Executive

Department: Administrative
Status: Part-time Revised: 1/6/22

POSITION SUMMARY:

The Administrative Assistant provides support to managers, other employees, and office visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.

ESSENTIAL FUNCTIONS:

- Answer telephones and help members at the Front Desk;
- Answers and responds timely to voicemail and email inquiries;
- Update listing status changes in the Multiple Listing Service (MLS);
- Review new listings to ensure MLS Rules, Regulations and Fair Housing compliance;
- Serves as cashier for the Board Store;
- Maintains bi-monthly inventory and orders Board Store merchandise;
- Enter tour information in MLS Database as needed;
- Assists members with trouble shooting members in Flex and Supra;
- Assign Supra Keys & Lockboxes as necessary;
- Filing paper and digital files;
- Assist and perform other duties as workload dictates or as assigned.

QUALIFICATIONS:

- High School Diploma or equivalent
- 2+ year experience in an office setting
- Knowledge of office systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Knowledge of Real Estate industry preferred, but not required

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. Must be able to lift and carry supplies weighing up to 20 pounds.
2. Ability to stand or sit while maintaining alertness for several hours at a time.
3. Position may require bending, leaning, kneeling, and walking.
4. Ability to speak concisely and effectively communicate.
5. Ability to view/enter data for long periods of time.

COMPENSATION: Starting Salary: \$15 - \$17/hr DOE

Health Insurance: Coverage is paid 100% for the individual (no dependent coverage) and covers medical, dental, and vision. SARSEP retirement account, in which YAR contributes 7% of annual salary with no obligation to match. Paid Time Off (PTO) starts at 5 days per year, additional accrual based upon years of service, plus 3 personal days. Paid Holidays.