

Virtual Secretary

BASED: Working from home

This role is working from home for an established Estate Agents

RESPONSIBLE TO: Managing Director

MAIN DUTIES:

- Typing up particulars, including importing photos
- Making any amendments to draft versions
- Updating website
- Organising advertisements

SKILLS/EXPERIENCE:

It is essential that you have experience of administration and the ability to work quickly and efficiently – turnaround time for work to be completed is 24 hours.

Software – MS Office

Experience of working for an Estate Agent would be advantageous but not essential.

SALARY: Depending on experience app. £10.00 per particular or hourly wage but to be confirmed.

You must have your own PC, a landline and broadband. Some costs towards this will be paid.

Specialist software will be installed on your computer.

WORKING HOURS: Part Time / Ad Hoc hours