

Southwest Iowa Association of REALTORS ®

Has an opening for a full time Executive Assistant

The Executive Assistant will be responsible for providing support to the Executive Officer of the Southwest Iowa Association of REALTORS ® (SWIAR) . The Executive assistant will work closely with the EO to help manage the day to day operations. This position is a full time position with a 40 hour work week.

Responsibilities Will include but not be limited to:

- Basic administration of our member association
- Bookkeeping, Quickbooks
- Assist members of SWIAR
- Answers telephone in a timely and courteous manner, transferring the call when necessary.
- Maintain files, records, documents and other communications.
- Draft agendas.
- Oversee set up for all meetings, conference room, including configuration of furniture.
- Ability to work independently
- Help Plan events.

Qualifications:

- Strong organizational skill.
- Proficient in Quickbooks
- Confident in basic office management skills.
- Strong interpersonal skills and the ability to be a team player.
- Excellent writing and verbal communication skills.
- Problem solving and decision-making capability.
- Experience in Microsoft Office, Outlook, Word, Excel, PowerPoint, Technology savvy.
- Two years of work experience in a related field or position, or any combination of education and experience which would provide the necessary knowledge, skills and abilities to meet the minimum qualifications to perform the essential functions of the position.
- Real Estate background preferred

Salary depends on experience

Email Resume to: JDresher@HeartlandProperties.com

Mail to: SWIAR, attn: John Drescher 500 S 8th St Council Bluffs, IA 51501