

**JACK F. LIU PREC\***



RE/MAX Crest Realty  
3631 No. 3 Rd Unit 290  
Richmond, BC V6X 2B9  
604-779-5493  
[Jack.liufan@gmail.com](mailto:Jack.liufan@gmail.com)

## JOB DESCRIPTION

**JOB TITLE:** Office Administrator

**LOCATION:** Jack Liu team office, unit 200 3631 No.3 Rd Richmond BC V6X 2B9

**SALARY:** Starting from \$3000 per month, commensurate with experience

### ABOUT OUR COMPANY:

Jack F. Liu PREC\* is a leading real estate agency in BC, specializing in helping individuals and families make a smooth transition to the vibrant Vancouver area. As a top 1% realtor and a top 20 commercial team, we bring a competitive edge to the market. Collaborating with developers and backed by the global powerhouse RE/MAX, we provide comprehensive real estate solutions. Experience the difference with Jack F. Liu PREC\* as we help you find your dream home and start a new life in BC.

### ABOUT THIS ROLE:

We are seeking a highly organized and detail-oriented individual to join our real estate team as an Office Administrator. The role involves managing administrative tasks, preparing documents, and providing support to our real estate agents. The ideal candidate is proficient in office software, possesses strong communication skills in English and Mandarin, and has a keen interest in the real estate industry. This is a full time position based out of our Richmond office. Not a remote position.

### KEY RESPONSIBILITIES AND DUTIES:

1. Prepare and maintain real estate transaction documents, including contracts, agreements, and disclosures.
2. Create marketing materials such as flyers, posters, and online listings to promote properties.
3. Update and maintain data sheets, ensuring accuracy and completeness of property information.
4. Assist with writing and editing documents, including correspondence and client communications.
5. Communicate with clients, colleagues, and external parties in a professional and efficient manner.
6. Conduct basic research and gather market information to support real estate agents.
7. Provide general office support, including managing incoming calls, scheduling appointments, and organizing files.

8. Collaborate with the team leader and office manager to ensure smooth operations and effective communication within the office.

#### **REQUIRED QUALIFICATIONS AND SKILLS:**

1. Experience using Microsoft Office software, particularly Word, Excel, and Outlook.
2. Proficiency in both English and Mandarin, with strong written and verbal communication skills.
3. Detail-oriented and highly organized, with the ability to multitask and prioritize work effectively.
4. Strong administrative and document management skills.
5. Ability to work independently as well as collaboratively within a team environment.

#### **PREFERRED QUALIFICATIONS AND SKILLS:**

1. Basic knowledge of Canva or similar graphic design software.
2. Familiarity with the real estate industry and related terminology.
3. Excellent interpersonal skills and the ability to communicate effectively with clients and colleagues.
4. Valid driver's license and access to a vehicle.
5. Other languages are assets.

#### **REPORTING STRUCTURE AND TEAM COLLABORATION:**

The Real Estate Agent Office Administrator will report directly to the team leader and office manager. The role involves collaborating closely with real estate agents and other team members to support their administrative needs.

#### **WHY OUR COMPANY?**

1. A great opportunity to gain hands-on experience in the real estate market and learn sales and management skills.
2. Networking opportunities – meet the industry leaders through our internal and external networking events.
3. Amazing team – get to work with young, motivated and passionate people united by the common vision and values.

#### **APPLICATION INSTRUCTIONS:**

To apply for this position, please send your resume and cover letter to [office.liufan@gmail.com](mailto:office.liufan@gmail.com). Please include "Real Estate Agent Office Administrator Application" in the subject line. We appreciate all applications.

We look forward to receiving your application and considering you for the role of Real Estate Agent Office Administrator.

*Check out our website for more information: [www.jackfliu.com](http://www.jackfliu.com)*