

Join Our Team!



Part-Time Administrative Assistant

About Us:

Nest Forward is a different kind of real estate agency. We partner with our clients to help advance their living, and we're dedicated to our mission of creating communities that thrive because of the people that call them home. Place matters. At Nest Forward, we're doing more than selling real estate, we're strengthening communities, building for the future, and helping others get one step closer to their dreams. We are also proud members of [1% for the Planet](#).

We demand excellence for our clients, so we are aiming to attract, reward, and motivate the best of the best individuals to join our growing sales team and contribute to our culture.

Requirements:

- Availability to work one day a week from 9:00am-5:00pm at our hip Downtown Lynn office located at 139 Munroe Street. This is not a remote position. You pick the day - Tuesday, Wednesday, or Thursday - but it must remain the same weekly.

- This is not a temporary position. We seek someone who is willing to grow with us and stay with us. A demonstration of high performance and quality of work could quickly lead to growth potential and additional hours (if desired).
- We require individuals who are passionate about people, have an appreciation of place/neighborhoods, support diversity, and want to help grow and improve their communities.
- An interest in preserving the environment and promoting social responsibility.
- Professional in appearance and manner. Appropriate attire and awareness of image.
- Must truly be tech savvy (not just say that you are and try to figure it out as you go).
- Being multilingual is a huge plus.
- Strong work ethic.
- Intelligent and articulate.
- VERY detail oriented and thorough.
- Ability and confidence to work independently and make decisions with limited supervision.
- Must be punctual, though there could be flexibility of hours in the future.

Key Skills:

- Excellent written and verbal communication skills. You must be a keen proofreader and an absolute stickler for typos and improper use of grammar/punctuation.
- A craving and willingness to learn and constantly improve.
- Calm under pressure.
- Good organizational habits.
- A master of Apple technology and G Suite.

Responsibilities:

- Update and maintain client contact database and Mailchimp database.
- Communicate with our marketing team to help organize content for social media campaigns, direct USPS mailings, and monthly eNewsletter.
- Onboard new sales agents.
- Update our website with new property listings and agent bios.
- Update property listing window displays and coordinate with our local printer.
- Order client gifts.
- Review closed client files for industry compliance.
- Pay office bills.
- Update and maintain insurance information and policies.
- Update and maintain office policies and procedures.

Our Culture: Qualities/Actions/Lifestyles We Love:

- Edgy
- Innovative
- Energetic
- Thinking outside the box
- Urban-minded
- Gratitude
- Mindfulness
- Healthy living
- Always smiling
- Social responsibility
- Stylish
- Minimalism and simplicity
- Positivity
- Dreaming big
- Trustworthy
- Pleasant
- Reliable
- Fun
- Interesting
- Selfless
- Patience
- Creativity
- Kindness
- No drama
- Supportive
- Passionate

Compensation:

\$150.00 daily (based on 8 hours of work). Potential for bonuses.

Want to work with us and think you've got what it takes? Please email your resume to soraya@nestforward.com, and include: Why you are interested; Why we should choose you; What you can contribute to Nest Forward's culture and future; Any other interesting facts about yourself. We can't wait to hear from you!