

Market Edge Realty LLC

Personal Assistant

You know that feeling you get when you wake up knowing that you are making a difference, adding value to people's lives, and being a trusted member of a growing team? Would you describe yourself as detailed, service oriented, thoughtful, communicative, and love technology? Well, we are looking for people who can recognize opportunity, create their own path of success, and are action oriented. You can make a difference and we are looking for amazing individuals to join our growing business!

A North Phoenix based real estate brokerage has a great opportunity for you. We are looking for a Personal Assistant to help an extremely busy Owner/Broker! The right person for this opportunity will be great at working personally with people and loves to be organized and consistently works hard to make everyday count. Hard work is rewarded financially and in other ways. Experience is important, but most importantly you will need to exhibit passion, pride, and ownership in what you do.

Daily Responsibilities:

- **Light email and/or paperwork duties.**
- **In Owner's Home Duties:**
 - Laundry.
 - Grocery pick-up / Shopping.
 - Prep meals for the day.
 - Schedule workouts.
 - Tidy up the house.
 - Put away dishes.
 - House cleaning.
 - Walking the dogs.
 - Fill the dog feeder.
 - Clean up after pets.
 - Drop off dry cleaning.
 - Run errands.
 - Put gas in multiple vehicles.
 - Oversee routine care maintenance / washing on multiple vehicles.
 - Inventory items in the house.
 - Pick up prescriptions.
 - Drop off shoes for repair.
- **In Owner's Office Duties:**
 - Unpack supply orders.
 - Help Team with any errands that must be run.
 - Inventory of assets / supplies.

- Inventory Petty Cash weekly.
- Inventory Rently and SUPRA lockboxes monthly.

Job Requirements:

- Impeccable appearance.
- Organized and likes to have items, “checked off the list.”
- Amazing attitude – cheerful and confident.
- Ability to work in a busy office and home while maintaining a professional atmosphere.
- Must have a clean driving record.
- Pass a Background and Credit Check.
- Pass a Drug Test.

Compensation:

- Hourly Rate is \$15 - \$20, DOE.
- Position is W2.
- Position is Full-Time.

Completely Flexible Schedule!

Extras:

- Monday-Friday – Weekends are for relaxing!
- All Federal Holidays Off!
- Company Parties – We are family!
- Comprehensive assessments upon hire to determine your style of working – We use these to get to know you better so we can all work together without workplace drama, plus it helps to determine your best skills to use to your advantage!

Please apply to join our fast-growing company in a fun and upbeat Team environment!