



## Senior Virtual Admin Assistant

This role is for an amazing super organized senior level person to join our team in a (mostly) remote role. This person is extremely detail oriented, an organiser, someone who likes variety but also can handle repetitive tasks.

You have strong communication skills, can think outside the box, see solutions, have a positive forward thinking attitude. Be adaptable, have consistent performance, like moving in an ever evolving environment with quick, nibble team mates. This person needs to have a solid handle on CRM platforms, be tech savvy and able to learn new systems and platforms with ease. If you happen to be local to Toronto- that would be a bonus! But the ability to work on an EST time zone is needed.

### Role Highlights

**Company:** Jen Dumitrescu Real Estate

**Job Title:** Senior Virtual Admin Assistant

**Reporting to:** Owner - Jen Dumitrescu

**Location:** Toronto, Ontario. Fully Remote

**Compensation:** \$45,000- \$55,000- Skill Dependant + Negotiable

### About Jen Dumitrescu Real Estate

At JD Real Estate we are action takers, we believe in doing things differently, and most importantly, we believe in making things easy!

Our Founder, Jen, has spent over 16 years as a successful real estate agent and broker. Through her career she has developed streamlined processes and tools to make the flow of work easy. She uses this knowledge to grow her real estate business, empower new and experienced agents, and ultimately create her dream life and business.

Our team is all about moving things forward, changing things in the industry that can be outdated, all while taking a business and client first approach. We have an incredibly talented team of experts, including agents, operations, marketing, staging, videography, photography and administration, so that our agents can do what they do best!

We believe that with the right people we can all share and grow together. We know that there is enough business out there for us all to be successful and that doing it together is just a lot more fun.

## Role Description

This role supports 2 businesses with multiple lines: Jen Dumitrescu Real Estate + JD Consulting Services Inc.

We are seeking an energetic and organized person to assist us in our day to day operations. We need an organizer, someone who can take a project and break it down into smaller, manageable (and track-able!) tasks.

This role is perfect for you if you love to organize and manage multiple priorities inside of a business and can oversee multiple projects, departments and business lines. You'll need to be detail oriented and forward thinking- see the goal and then plan backwards to ensure it's completed on time. You'll be great at a variety of tech platforms and can learn how to use new ones quickly.

We have developed a comprehensive systematic approach to business. We use streamlined processes that create continuity and consistency in our experience for our clients. You will learn and utilize these processes first hand to provide an excellent experience for our clients.

We love new ideas and opportunities for improvement, so if you see something you think could be improved, we encourage you to say it!

This is a fast paced, fun environment and definitely different from any other corporate job.

## Knowledge, Skills, and Abilities

- Tech Savvy- not afraid to learn new platforms. Here is a sample of what we use: Wix, ActiveCampaign, Zoho, Google Workspace, DocuSign, Dropbox, Teachable, WhatsApp
- Impressive relationship building and communication skills- you will be speaking with and interacting virtually with teammates and clients
- Highly proficient communicator whether that's in person, on the phone, email, voicenote or text.
- Team player with an action oriented attitude
- Passion for completing projects and wowing clients with your service.

## Location, Commitments, and Culture

- This role is remote however being located in Toronto would be a bonus! You must be able to work on Eastern Time Zone
- We are looking for someone dedicated to growing with this role
- We believe in building a business that serves our lives rather than one that our lives serve. We respect and encourage work-life boundaries and believe that using our system of processes and tools makes that possible.
- We care about how the work gets done and always operate with transparency and integrity.
- We are here to be your coaches and mentors as you grow in your career. Your development is important to us.
- We are a team and client based culture and will always prioritize our time and energy in these areas.