



# REGO REALTORS

## **RENTAL & PROPERTY MANAGEMENT ASSISTANT**

Excellent career opportunity for people-oriented candidate in fast-paced environment to engage directly with management, colleagues, service providers, landlords and tenants while fulfilling rental administrative duties. Highly motivated person to further enhance skill sets by obtaining real estate license.

### **MINIMUM EXPERIENCE REQUIREMENTS:**

- 2 years successful office admin experience
- 2 year successful client interaction experience
- Background/Experience Property Management/Real Estate a plus
- Driver's License Required

### **SKILLS & ATTRIBUTES REQUIREMENT:**

- Proficiency in Microsoft Office, especially Word, Outlook and Excel
- Strong Written, Verbal and Telephone Communication Skills
- Cooperative Team Spirit & Positive Attitude
- Deadline oriented and thorough

Rego Realtors Bermuda Ltd. is a full service real estate company offering full employee benefits, and medical package. Salary commensurate with experience. All inquiries will be held with the strictest confidence.

**Applicants must include a detailed resume with references submitted under confidential cover to:**

Paula Merritt, Cavendish House  
2 Cavendish Rd, PO Box 169  
Hamilton, HM AX or e-mail  
[paula.merritt@sothebysrealty.com](mailto:paula.merritt@sothebysrealty.com)

**Closing date June 21, 2013**