



Sussex County Association of REALTORS®
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Part-Time Administrative Assistant

The Sussex County Association of REALTORS® enhances the professionalism of its members through the enforcement of the REALTOR® Code of Ethics, provides members with resources and services and promotes the preservation of the right to own, transfer and use real property. The Association serves a membership of approximately 700 Primary, Secondary, and Affiliate Members throughout Sussex County.

GENERAL JOB SUMMARY:

SCAR is seeking a part-time administrative assistant to support the Executive Officer, 15 hours per week. This position is approved for on-site only – no telecommuting. This role requires a skilled, organized, and self-motivated professional who will provide a wide range of supportive administrative services, as assigned by the Executive Officer. These services include, but are not limited to, clerical office support, membership communications, social media/marketing, payments by phone and in person, and assisting members with a variety of benefits offered by SCAR. Due to conflict of interest, you may not have a current active Real Estate License.

REQUIRED SKILLS AND QUALIFICATIONS:

- 2 years related experience is preferred
- Excellent and professional written and verbal communication skills
- Detail oriented, organized, self-starter with strong work ethic
- Exceptional listening skills and patience
- Extensive knowledge of all Microsoft Office applications, Constant Contact, and social media platforms (Facebook, Instagram, and LinkedIn)
- Prior experience with a CRM
- Learn, create, and implement systems and workflows
- Ability to multi-task and successfully problem solve to naturally project a positive, energetic, and professional image
- Friendly, enthusiastic, and positive attitude
- Additional hours may be required during events throughout the year