

# We Are HIRING

**RIPCO**  
REAL ESTATE

## Administrative Assistant - NJ

RIPCO Real Estate is looking for an Administrative Assistant to work with two senior brokers in our New Jersey office. Prior experience with administrative tasks and real estate preferred.

### Responsibilities

- Handle brochures, aerials, email blasts updates, tour packages, signs
- Check and update listing services
- Draft base agreements and take through process with legal
- Help organize admin function (deal sheets, system folders)
- Look up property ownership, tax records, tax maps
- Submit and process OPRA requests
- Fill out base info on BOV forms
- Create/organize social media
- Create and organize tenant lists
- Help organize lease and volume comparables
- Complete and submit closed deal sheets and work through process to invoice
- Organize collections
- Research information (companies/towns)
- Help organize broker schedules
- Send email marketing blasts

**APPLY WITHIN**

[careers@ripcony.com](mailto:careers@ripcony.com)