

We're Hiring!

JOIN OUR TEAM

Broker Assistant

Miller Chicago LLC is a full service real estate firm which has been active for nearly seven years. We offer Commercial Leasing and Brokerage, Property Management, Project Management, Residential Sales, and Leasing to all our clients. Our managing broker has been a Top Producer for the Chicago Association of Realtors, and Co-Star, and our VP is an industry leader in Property Management as a board member for the association and a teacher of property management classes.

Responsibilities:

- Scheduling / accommodation of showings, meetings, inspections & events
- Coordinating marketing of properties such as photographs, signage, uploading to marketing platforms, etc
- Provide broker support to our team

Requirements / Qualifications:

- Must provide own smart phone & laptop
- Reliable transportation (your own car)
- Possess an active State of Illinois Broker License
- A positive attitude & high level of motivation
- Self-starter with strong problem solving skills and ability to multi-task
- Exceptional written and verbal communication skills (via email, over the phone and in person with clients, vendors & agents)

For more information, please visit: MillerChicagoRealEstate.com

Email Cover Letter and Resume to: Miller@MillerChicagoRealEstate.com