

**Position:** Part-Time Office Administrator Assistant    **Location:** Cumming, GA    **Posted:** 2/16/2026

## Part-Time Office Administrator Assistant

A **Part-Time Office Administrator Assistant** position is available with our Cumming, GA branch office.

### Job Description

This position is available for a candidate willing to make a commitment to supporting the branch broker/manager, office administrator and real estate associate team of a growing real estate office. The Part-Time Office Administrative Assistant answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department. This position provides back up to the Office Administrator in all aspects of paperwork for property transactions, coordinates data entry for the Multiple Listing Service (MLS) and will perform other duties as assigned to meet branch office goals and provide service to Crye-Leike customers.

### Qualifications

- High school diploma/GED required.
- Demonstrated proficiency using Microsoft Office (Word, Excel, and Outlook).
- 2+ years administrative support experience working in an office environment required.
- Excellent customer service and communication skills (verbal and written) a must.
- Experience operating and utilizing a multi-line telephone system.
- Ability to successfully multi-task and understand how to prioritize work.
- Ability to work independently with minimal supervision.
- Must have a professional demeanor, possess a strong work ethic and be reliable.
- Prior real estate or real estate office experience a plus.
- Other duties as assigned.

### About Crye-Leike<sup>®</sup>

Crye-Leike<sup>®</sup> is a full service real estate company founded in Memphis in 1977. Today it is ranked #3 in the nation and the largest real estate company serving markets in Tennessee, Arkansas, Georgia and Mississippi. Crye-Leike<sup>®</sup> has a network of more than 3,200+ licensed sales associates, 600+ staff members and over 130+ branch and franchise offices located throughout a seven-state region of Alabama, Arkansas, Florida, Georgia, Kentucky, Mississippi, and Tennessee. Crye-Leike<sup>®</sup> also has a franchise location in Puerto Rico. To learn more about Crye-Leike<sup>®</sup>, visit [www.crye-leike.com](http://www.crye-leike.com).

### To Apply

Apply for this position on Zip Recruiter. Link is provided below:

<https://www.ziprecruiter.com/job/49ee4c31>

Crye-Leike<sup>®</sup> is an Equal Opportunity Employer.