

“Administrative Assistants in Real Estate” 0 CE Credits
Friday, March 26, 2010 Time: 9:00am-4:00pm
Instructor: David Collins, Real Estate CareerQuest Cost: \$69 / no Ed Pass
Sponsor: [Waterstone Mortgage Corporation](#) \$89 nonmembers

Increase your market share. Train your administrative assistants! Topics covered in this class are: What an Assistant Can and Can't do; Listing Inventory Management; Marketing and Advertising; Office Responsibilities; Contract to Closing Responsibilities; Property Rights; and much more! [Flyer](#).