

“Administrative Assistants in Real Estate” 0 CE Credits

Friday, June 4, 2010

Time: 9:00am-4:00pm

Instructor: David Collins, Real Estate CareerQuest Cost: \$69 / no Ed Pass

Sponsor: [PrimeLending](#)

[\\$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](#).