

Position: Office Administrator

Location: Huntsville, AL

Posted: 04/06/2026

Office Administrator

Office Administrator position (admin/clerical) available with Crye-Leike[®] Realtors in the Huntsville, AL branch office. Office hours are Monday-Friday, 8:30am-5:30pm.

Job Description

The Office Administrator supports the branch brokers/managers and real estate associate team in all aspects of paperwork for property transactions, coordinate all data entry for the Multiple Listing Service (MLS) and company departments and 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, 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.

About Crye-Leike[®]

Crye-Leike[®], REALTORS is a full service real estate company founded in Memphis, Tennessee in 1977. Today, it is the nation's 4th largest real estate company and the largest serving markets in Tennessee, Arkansas, Georgia, Mississippi, and across the Mid-South. Crye-Leike[®] has more than 3,200 licensed sales associates, 550 staff members, and over 135 branch and franchise offices located in a seven state region including Tennessee, Alabama, Arkansas, Florida, Georgia, Kentucky and Mississippi. To learn more about Crye-Leike[®], visit www.crye-leike.com.

To Apply

<https://www.ziprecruiter.com/job/096ef1d7>

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