



LANDMARK STAFFING

Position: Receptionist / Member Services & Administrative Assistant

Location: Grand Junction, CO

Organization: Grand Junction Area REALTOR® Association (GJARA)

Type: Full Time

Wage: \$20.00–\$22.00 per hour (flexible for the right candidate)

About the Role

The Grand Junction Area REALTOR® Association (GJARA) is seeking an organized, energetic, and service-oriented Receptionist / Member Services Assistant to join our team. This position serves as the first point of contact for members, affiliates, and the public, supporting the real estate community through excellent customer service, administrative support, and creative communication. The ideal candidate is personable, tech-savvy, and thrives in a fast-paced environment.

Key Responsibilities

Front Desk & Member Support

- Serve as the primary contact for members, suppliers, and visitors—both in person and by phone
- Provide information, assistance, and a welcoming experience to members and guests
- Manage incoming calls, emails, and office correspondence efficiently
- Maintain a clean, professional, and organized reception area

Administrative Assistance

- Support the Director of Operations, CEO, and other staff with day-to-day administrative tasks
- Manage calendars, schedule meetings, and prepare materials for the Board of Directors and committees
- Assist with record keeping, filing, and data entry (digital and hard copy)
- Coordinate logistics for meetings, educational classes, luncheons, and special events



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Communications & Content

- Assist in creating and distributing newsletters, flyers, and event materials
 - Help manage GJARA's social media accounts (Facebook, Instagram, LinkedIn)
 - Use creative design tools (Canva, Adobe, or video editing software) to develop engaging content
 - Support member education programs, including scheduling classes and preparing CE certificates
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Qualifications

- High school diploma required; associate or bachelor's degree preferred
 - 3–5 years of experience in a customer service, administrative, or member support role
 - Excellent phone and communication skills with a friendly, professional demeanor
 - Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint); experience with Canva, Adobe, or video editing tools a plus
 - Strong organizational and multitasking abilities
 - Ability to work independently and as part of a collaborative team in a fast-paced environment
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Compensation & Schedule

- Pay: \$20.00–\$22.00 per hour (flexible based on experience)
- Schedule: Monday–Friday, 8-hour shift; occasional evening or weekend events as needed
- Benefits: Paid time off, professional development assistance