

## Director of Operations / Real Estate

### Description

We are seeking a Director of Operations in Cumming, GA for a high producing real estate team! This person will be the next high impact leader who will help run the operations side of the business so the Agents in the office can focus on selling real estate. The ideal candidate has a high level of administrative skills, the drive to improve systems, a college education, and marketing abilities. In this key role, you will be working closely with a high performing agent in helping run the real estate team. The ideal candidate will have background in real estate; however, this is not a requirement. We are looking for a strong leader with a proven track record in implementing systems and procedures in an office setting who is detail oriented, communicates effectively and has an inspirational style. This individual will be exposed to huge opportunities and growth. If you are detail oriented, skilled at implementing systems and enhancing the infrastructure of an organization we want to hear from you! We are looking for upbeat leaders with a "can do" attitude and will bring a sense of fun to the team!

### Employment Type

Full time

### Industry

Real Estate

### Job Location

Cumming

### Base Salary

\$ 38,000 - \$ 43,000

### Date posted

August 17, 2018

### Responsibilities

- Build, implement and manage all systems for clients, lead generation, database management and back office support
- Coordinate marketing events and client activities
- Oversee all listing files and listing marketing (Brochures, flyers, online marketing, etc.)
- Act as a liaison between clients and agents
- Provide concierge level customer service to clients and customers
- Prepare spreadsheets of weekly/monthly sales statistics, and expense reports
- Research and develop new systems that will benefit the team
- Continue to take day to day office tasks away from agent, organizing workflow and reducing inefficiencies

### Qualifications

- Technologically savvy and able to learn new programs quickly and able to troubleshoot common issues; proficiency in Word, Excel, Powerpoint, Outlook and Internet skills
- Have excellent attention to detail and high-level accuracy with documents
- Ability to assess, prioritize and act quickly
- Learning based and solution oriented
- Deadline driven and extremely organized
- Continue to maintain the goodwill and reputation of the entire team
- A true professional, who supports the entire team in achieving their goals