

## Listing Coordinator

### Description

The Listing Coordinator is an individual who relishes the opportunity to implement and manage multiple systems with minimal supervision. This person is deeply committed to completing tasks the right way with a high degree of quality, attention to detail, and consistent communication. The Listing Coordinator has immense focus and can do one thing for a long time without getting distracted, as well as the ability to stay calm among the whirlwind and urgent matters. Customer service – to our clients and to our colleagues – is near and dear to this individual because people matter the most. The right candidate thrives in a fast-paced environment to support the team in managing the client experience and will take on a wide variety of challenges and provide creative solutions.

### Responsibilities:

Manage & Grow database your own database \*must start position with 100 people in database\* Call sphere quarterly and ask for referrals

Manage all listing email templates and drip campaigns for the team in boomtown, bomb bomb or current CRM

Send out monthly newsletter

Monitor weekly, monthly and yearly goals for listings and provide conversion ratios and weekly update report to Team Lead on how business is trending

Manage & update Team Leads calendar, listing and open house calendar  
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Create and build Listing Policy and Procedure Manual

Run errands when needed: staging items, office items, lockboxes, etc

Order promotional items, biz cards, all listing marketing materials,

Order For Sale signs, riders, & Open House signs ( as needed)

Deliver staging item, lockbox, booties and stage the property prior to Photo shoot

Weekly client status calls and report for all pre list and live listing

Home preparation/updates home will need prior to listing( staging and vendor coordination)

On-call on the weekends if there are urgent items that need to be addressed

Check email 2 daily on the weekends to respond to items stef needs you to take care of

Responsible for anything related to a listing

Handle all incoming phone calls regarding listings- Stef will forward any calls that you need to call back

### Employment Type

Full time

### Industry

Real Estate

### Job Location

Barrington

### Base Salary

\$ 40,000 - \$ 45,000

### Date posted

January 28, 2019

Handle all incoming emails regarding listings – Stef will forward any email that you need to respond to

Inventory Management

lockboxes

Signs/Riders

Booties and baskets

Staging items

Maintain & track contractor partner relationships and keep track of work being done for listings.

Manage all vendors used for marketing/listing purposes (printers, photographers, staging company, etc)

Ask Current sellers for referrals for our VIP program

Implement & train team on new procedures

Assist with Client Events

Updating Website and blog

Promote all LIV Partners' new listings and sold properties on your personal Facebook page to encourage referrals from your sphere.?

### **Qualifications**

1-3 years of customer service experience AND High-level administration experience in a fast paced office

Polished, poised and professional demeanor both in person and over the phone

Easily establishes rapport with agents, clients, vendors, and prospects

Maintains 'grace under pressure'

Effectively operates in a fast paced environment and can handle multiple deadlines

Effectively work on multiple assignments at once, and complete assignments within deadline and budget (if applicable) with satisfactory level of quality

Strong organizational and computer skills

Demonstrate initiative, resourcefulness, and problem-solving skills

Independently prioritize work, establish/improve procedures and systems, and ensure orderly and timely work flow

Operate in a self-directed manner under minimal supervision

Ability to prioritize constantly changing work loads

Strong desire for growth (personal & professional)

Real estate experience is preferred

Be a team player and play to win!