



<https://yourrealtyleverage.com/job/director-of-operations-real-estate-austin-tx-us-kasey-dalby/>

Director of Operations – Real Estate

Description

Dalby Home Team

The Director of Operations relishes the opportunity to build, implement, and manage multiple systems and the MREA Models to support production at all levels. They are committed to the Career Visioning and 30-60-90 processes to support the company's growth goals.

The Director of Operations is deeply committed to supporting the team in achieving greater and greater levels of success, and to growing his/her own skills and developing into a supportive leader within the team. As the success of the team grows, this individual will be responsible for hiring, training, and leading additional operational team members to ensure all operational aspects continue to be completed to high standards with maximum efficiency. A true professional that is accountable, flexible, driven and motivated to take the team to the next level.

Hiring organization

Your Realty Leverage, Inc.

Employment Type

Full-time

Industry

Real Estate

Job Location

Austin, TX, US

Base Salary

\$ 60,000 - \$ 70,000 plus bonus potential

Date posted

December 11, 2020

Responsibilities

- Build, implement, and manage all systems for transaction coordination, internal communication, client communication, financial management, information management, central database management, and marketing.
- Assists as needed in documenting the systems of other departments, including customer service, buyer, seller, lead generation, tracking, and expansion systems.
- Is responsible for all financial systems, including maintaining the books, paying the bills, handling payroll, assuring the collection of commissions, maintaining the budget, and generating financial reports.
- Oversees all contracts through closing.
- Owns and executes all marketing and client events.
- Creates and maintains an operations manual that documents all systems and standards.
- Coordinates the purchase, installation, and maintenance of all office equipment.
- Is responsible for hiring, training, consulting, and holding accountable all additional administrative department members.

Qualifications

- Bachelor's Degree preferred
- Real Estate or service industry experienced preferred
- Strong written and verbal communication skills
- Ability to build rapport
- Great ability to focus

- Concerned about doing things the right way
- Calm under pressure
- Learning-based
- Service-based attitude
- Self-motivated and able to work well independently
- Able to set priorities, plan and organize tasks and complete tasks on time
- Demonstrate problem assessment and problem-solving skills
- Strong organizational and follow-through, ownership and accountability
- Ability to learn new processes and procedures
- Extreme attention to detail and accuracy
- Desire to exceed customers' and agents' expectations
- Maintain a goal-oriented focus
- Demonstrate initiative, reliability and teamwork skills
- Proven ability to succeed
- Knowledge of MAC computers