

Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/director-of-operations-tonggpartners-honolulu-hi-us/>

Director of Operations TONGG+PARTNERS HONOLULU, HI US

Hiring organization
Your Realty Leverage, Inc.

Employment Type
Full-time

Base Salary
\$ 55,000 - \$ 72,000

Date posted
January 25, 2022

Description

We are seeking a Director of Operations in Honolulu for one of the **top teams in Oahu!** This person will be the next high-impact leader that will help run the operations side of the business so the Agents in the office can focus on selling real estate. The ideal candidate is energized at the idea of helping people reach their full potential and receives intrinsic rewards from investing in others.

In this key role, you will be working closely with a top-performing agent in helping run the real estate team. The ideal candidate will have a 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 receive mentoring and coaching from the best leaders in the real estate industry. They will be exposed to HUGE opportunities and a career that will take them to places they never dreamed of.

If you are driven, learning-based, resilient, and gritty we want to hear from you! We are looking for humble leaders with a "growth mindset" that will bring results to the team!

Responsibilities

These are the standards a well-above-average performer will maintain or exceed:

- 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
- Recruiting, hiring, training, consulting, onboarding/offboarding team members

- **Essential duties and responsibilities**

- System development, implementation, documentation, and management
- Information management
- Oversight of contracts through closing
- Customer/Vendor relations
- Bookkeeping (A/R and A/P)
- Leading administrative department members (as appropriate to organizational structure)

Qualifications

- Strong written and verbal communication skills
- Exceptional organizational and project management abilities
- Bookkeeping skills
- Great ability to focus
- Concerned about doing things the right way
- Calm under pressure
- Learning-based
- Service-based attitude
- Proven ability to succeed
- High school graduate
- Bachelor's degree preferred
- Real estate license preferred
- 1–3 years of service and management experience
- 3–5 years of administrative experience
- A true implementer

Job Benefits

\$55,000 – \$72,000+ bonus compensation