

# Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/office-coordinator-keller-williams-boston-metro-boston-ma/>

## Office Coordinator KELLER WILLIAMS BOSTON METRO, BOSTON, MA

**Hiring organization**  
Your Realty Leverage, Inc.

### Description

Thriving real estate office in the Boston Metro area is seeking to add a smiling, happy face to their front desk!

**Employment Type**  
Full-time

You should...

**Base Salary**  
\$ 48,000 - \$ 50,000

- have a positive, cheerful, relationship-based attitude
- have a servant's heart for our associates and team
- be confident providing feedback and areas for improvement
- be passionate about making other people feel comfortable and welcome
- LOVE coming to work every day and be EXCITED about who you may get to see/meet

**Date posted**  
April 12, 2022

### Responsibilities

- Manage multi phone line system and route calls accordingly
- Data entry for office listings and sales
- Coordinate daily schedules, tasks, flyers, database management, and recruiting
- Conduct New Agent Orientation for incoming agents
- Send a weekly email to staff and Associate Leadership Council announcing all agents, including who hired them, their biography, and their contact information for the team and reach out to welcome
- Follow intake process and checklist for all incoming and exiting agents
- Assist Sales Associate with Marketing Services
- Celebrate agent, team, and office accomplishments via social media, email, etc.

### Qualifications

- Great written and verbal skills
- Candidates are required to have a high school diploma or GED
- Understands how to utilize a database for processing client information and how to use Microsoft Office to create necessary documents
- Weekend and evening availability
- Background in real estate is required for this position

- Extraordinary people skills
- Goal setting, planning, accountability skills
- Problem-solving skills
- Proactive, positive attitude
- Knowledge of MS Word and Excel
- Willing and able to embrace new technology, master it, and teach it to others
- Real estate/ MLS experience preferred, not required

### Job Benefits

\$48,000 – \$50,000