

Your Realty Leverage, Inc.

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Operations Manager CALLAHAN & KROL, BAYVILLAGE, OH US

Hiring organization
Your Realty Leverage, Inc.

Description

Hello, is it you we're looking for?

Employment Type
Full-time

Are you...

Date posted
April 12, 2022

- tech-savvy
- learning-based
- social media guru
- organization that enables them to manage multiple systems and continue to evolve them to meet the needs of our business
- pivot among tasks in a way that does not disrupt the flow of the team
- capitalize on opportunities to make our team more efficient

Awesome, we are in search of an executive assistant to join our team to support us with administrative and operations-based tasks.

Translation: We need someone to keep us in line.

This role will:

- ensure plans are made, schedules are set, meetings happen on time, and files are organized and up-to-date. (tell us where to go and when)
- be proactive. (see above.)
- love diving into projects. (take initiative)
- enjoy collaborating with others. (bring ideas to us and ask for opinions and feedback)
- have a big vision of their growth and advancement in our organization. (We are going places!)
- learn to read our minds and know what we are about to say before we say it. Just kidding! (Kind of.)

Creating an exceptional experience – for clients and with our colleagues – is the standard, because relationships matter most.

Responsibilities

- Perform office management duties such as organizing electronic files, general correspondence, and email/phone communication
- Build, implement, and manage systems for sellers, buyers, lead generation, and database management
- Social media content creation, deployment, email marketing
- Coordinate the contract-to-close process
- Maintain operations manual that documents all systems and standards
- Responsible for coordinating activities related to listing activation and listing maintenance
- Weekly client care calls
- Responsible for inputting listings to the Multiple Listing Service (MLS) systems
- Assist with document management, client communication, and broker approval

Qualifications

- Exceptional organizational and project management abilities
- Mind-reading, with a sense of humor
- Marketing skills – social media, print, and web-based
- Strong written and verbal communication skills
- Great ability to focus
- Calm under pressure
- Real Estate Experience preferred
- Willingness to obtain Real Estate License
- Learning-based
- Service-based attitude

Job Benefits

\$50,000 + Bonus