

Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/operations-manager-clay-byrne-austin-tx-us/>

Operations Manager CLAY BYRNE, AUSTIN, TX US

Hiring organization

Your Realty Leverage, Inc.

Employment Type

Full-time

Date posted

April 12, 2022

Description

Our expanding real estate company is seeking to hire an operations manager to join our leadership team. This professional will be responsible for providing inspired leadership to the overall functions of our high production real estate team. They will also assist with recruiting, when necessary, and promote a company culture that encourages morale and performance! This role will be responsible for maintaining and increasing the efficiency of our team, strategizing process improvements, and ensuring client care experience is positive.

No real estate experience necessary.

Responsibilities

Project Management

- Manages Online Review system
- Manages Referral system
- Manages all Non-Sales projects to include execution, delegation, measurement and reporting

Human Resources

- Manages recruiting funnels
- Onboarding of new team members
- Manages training systems
- Human Resources
- Manage payroll
- Manage employee files (all team members)
- Tax documents, contracts, personal information, etc.
- Tracks & Manages agent commissions
- Tracks & Manages lease commission check delivery
- Manages benefits packages
- Coordinate & facilitate annual business planning meetings
- Coordinate & facilitate weekly, monthly, quarterly, annual team-building meetings

Event Management

- Execute monthly Career Night events
- Execute 2 client networking events

Administrative/Office Duties

- Oversees company software systems and initiates new software implementation as needed
- Continue to learn, train, and improve processes
- Hold other teammates accountable to goals while being held accountable to

your goals

- Create and be held accountable to weekly, monthly and annual goals (personal and team goals) using the 4-1-1
- Weekly meetings:
- Team Meeting
- One on ones with administrative staff
- Provide ideas and openly discuss ways in which we can improve

Qualifications

- Great conversationalist and email writer
- Ability to quickly build rapport
- Create and manage a detailed budget.
- Constant drive to improve the experience of our clients and our processes
- Real Estate Experience preferred
- Administrative or Operations background
- Strong written and verbal communication skills
- Marketing skills – social media, print, and web-based
- Exceptional organizational and project management abilities
- Independent thinker
- Coachable
- Strong Tech skills
- Grit

Job Benefits

\$80,000