

# Your Realty Leverage, Inc.

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## Real Estate Administrative – Operations Trainer Remote

### Description

If you're a high performer whose bucket is filled by serving others, you have a can-do, will-do attitude, are highly accountable to yourself and your team, and you're looking for unlimited growth potential within a rapidly-growing company you might be **our next Trainer!**

Our industry-leading team at Your Realty Leverage is seeking a hungry, humble, and smart Real Estate Administrative/Operations Trainer who is **truly passionate about serving others and empowering agents and admin in the real estate industry to achieve their full potential through training and coaching.** Our ideal Admin/Ops Trainer is committed to the personal and professional growth of their Clients (the Agent) and Trainees (the Admin) and is willing to do whatever it takes to see each Client and Trainee (Admin) through their initial 90 day training period and far beyond. This person is motivated by seeing their Clients achieve their goals and by helping Trainees (Admin) feel educated and empowered to truly own their role within their team and the real estate industry. Because not all of our Trainees are hungry to be the best in the business, you must be able to encourage and motivate others and hold others accountable at a high level. **This person may also be interested in training other positions within the industry in 2022 after assisting in building out new training products.**

A top-performing Admin/Ops Trainer will be skilled in asking the right questions to build rapport and knowledge, demonstrate the proper use of multiple real estate-related systems, platforms, and tools, and is able to train to the Client's personalized needs. This person must be able to **tactfully navigate the relationship of the 'process and procedure-needing, structure craving' Admin they are training and the oftentimes incredibly 'direct and broad visioned' Agent/Client with whom they are partnered to ensure goals are met** during the training period allowing the Trainee to graduate, and that a rapport is built to retain the relationship long after the training period ends. It's important for our trainers to be able to work well with different personality types and not take things personally. Great communication skills and an openness to change will take you a long way in this role!

Our team is entirely remote/virtual and we love the culture we've built with our team members across the US, the Philippines, and Dubai! We have lots of fun together on our daily Zoom "standups" and truly celebrate the lessons we've all learned from our failures (fail forwards are key!) each week. We care about each other's success, personally and professionally, and we always push each other to be the best versions of ourselves. We are looking for someone who doesn't desire to clock in, clock out, and just "check the boxes". This person must be looking for a career they're passionate about and be committed to doing **whatever it takes to succeed** in the role and creating a growth path for themselves by demonstrating hunger, always coming from contribution, and bringing new and innovative ideas.

If our team sounds like a culture fit, the role sounds like a passion fit, and you have succeeded in your prior administrative roles in the real estate industry we would love to speak with you about this amazing opportunity!

### Responsibilities

### Hiring organization

YRL

### Employment Type

Full-time

### Base Salary

\$ 40,000 - \$ 55,000

### Date posted

November 17, 2021

- Coach and train all Trainees (Admin) through their initial 90 day training period by utilizing the models, tools, and systems provided by the Client and Your Realty Leverage, Inc
- Create customized 30-60-90 day goals and customized training plans for each Trainee (Admin)
- Enforce high-level accountability with Trainees (Admin) in order to ensure they are meeting their goals and graduate from the training program
- Effectively communicate and remain in constant alignment with the Agent (Client) to ensure successful completion of the training period and positive feedback
- Lead weekly group masterminds and training calls with Trainee group
- Uphold and maintain all Training Department and Company expectations and standards
- Remain up to date with the latest Real Estate technology, software, tools, systems, and models to deliver the most comprehensive and up to date training experience to all clients and Trainees
- Conduct webinars on behalf of the Training Department and Company
- Assist the department in creating educational training programs and video content to improve our offerings on an ongoing basis
- Build relationships and rapport with other industry professionals to establish yourself as a thought leader in our industry

Lead/Attend the following weekly training calls and/or meetings:

- Onboarding calls with new Clients
- Orientation calls with new Trainees
- Weekly one-on-one calls with Trainees
- Weekly Training Mastermind Calls
- Two Weekly Group calls with all Trainees
- Any additional calls required to support Trainees and Clients during their initial training period
- Weekly Alignment calls with Clients
- Attend Weekly Departmental and Company meetings

## Qualifications

- 2+ years of experience in the Real Estate industry as an Executive Assistant, Listing Coordinator, Transaction Coordinator, or similar role is required. *If you have only worked as a producing Agent and never trained another agent or admin this may not be the best role for you*
- Knowledge of Real Estate marketing methods and best practices
- Knowledge of multiple Real Estate Database/CRM softwares, transaction management systems, and electronic signature programs
- Knowledge of effective training and/or coaching methods, and/or willingness to learn
- High-level communication skills and the ability to convey information to multiple parties verbally and in writing
- Assertiveness in situations requiring you to push a Trainee (Admin) to meet their goals and agreed-upon standards and/or have direct expectations based conversations with Clients (Agents)
- The ability to work independently and with a team to meet goals and objectives within the required timeline

**Job Benefits**

\$40,000 – \$55,000 yearly with bonuses