

# Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/real-estate-operations-coordinator-porchlight-propertiesmooreville-nc-us/>

## Real Estate Operations Coordinator PORCHLIGHT PROPERTIES, MOORESVILLE, NC US

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

### Description

**PLEASE DO NOT CONTACT THE AGENT OR OFFICE DIRECTLY, THIS IS GROUNDS FOR DISQUALIFICATION.**

**Employment Type**  
Full-time

**Date posted**  
April 12, 2022

PorchLight Properties, a Keller Williams real estate team located in Mooresville, NC, is seeking an Executive Assistant to take on managing the day-to-day operations of the growing business. This person will be a highly motivated self-starter and initiative taker who has experience working with and adapting systems and processes that deliver results. The ideal candidate has experience working in residential real estate and is a strong, confident communicator who can assess the needs of the company and make necessary changes to promote and sustainably support company growth.

In this key role, you will work with the Lead Agent to manage and update systems processes, including lead generation and database management, build/strengthen relationships with partners and clients, provide support to a team of successful agents, and guide the company towards growth. This position operates on a regular weekday schedule, but also will be required to work some weekends for Open Houses and Events.

### Responsibilities

- Build, implement and manage all systems for clients, lead generation, database management, and back-office support
- Coordinate marketing events and client activities
- Oversee all listing files and listing marketing (brochures, flyers, online marketing, etc.)
- Act as a liaison between clients and agents
- Provide concierge-level customer service to clients and customers
- Prepare spreadsheets of weekly/monthly sales statistics and expense reports
- Research and develop new systems that will benefit the team
- Continue to take the day to day office tasks away from agent, organizing workflow and reducing inefficiencies

### Qualifications

- Technologically savvy and able to learn new programs quickly and able to troubleshoot common issues; proficiency in Microsoft, Google Suite and social media platforms
- Have excellent attention to detail and high-level accuracy with documents
- Ability to assess, prioritize and act quickly
- Learning-based and solution-oriented
- Deadline driven and extremely organized
- Continue to maintain the goodwill and reputation of the entire team
- A true professional, who supports the entire team in achieving their goals

### Job Benefits

\$45,000+ bonus