

Your Realty Leverage, Inc.

<https://yourrealtyleverage.com/job/real-estate-operations-manager-the-damon-penn-group-coral-springs-fl-us/>

Real Estate Operations Manager THE DAMON PENN GROUP, CORAL SPRINGS, FL US

Hiring organization

Your Realty Leverage, Inc.

Employment Type

Full-time

Base Salary

\$ 55,000 - \$ 65,000

Date posted

April 12, 2022

Description

op-producing residential real estate team is searching for enthusiastic operations professionals who will excel and take client care to the next level! Our mission is to provide clients with sound business advice and represent their interests with the highest level of professionalism, intelligence, and integrity in the real estate industry.

This position will focus on ensuring the Team Leader and the team function at a high level of productivity. This person **must be** professional with exemplary telephone etiquette, display the utmost discretion while maintaining excellent client relations skills.

This role is not a stepping stone position.

This is a true career opportunity for an individual who is passionate about growth, committed to building and maintaining systems, appreciates the opportunity to be at the forefront of making an impact and creating tremendous value and potential for the people on their team, and the clientele they serve.

Responsibilities

- Serve as a liaison between the managing Realtor and clientele
- Oversee the Lead Realtor's calendar
- Input information received about clients through streamlined database management
- Maintain a balanced record of the business transactions
- Build, implement, and manage all systems for sellers, buyers, lead generation, database management, information management, and back-office support
- Assist with transaction management including but not limited to supporting the team transaction coordinator in communication with real estate agents, clients, attorneys, mortgage brokers, etc. during the process of a transaction to effectively manage the administrative tasks involved from contract to close
- Coordinating listing activities, including validating info, inputting listings in the Multiple Listing Service (MLS) system, preparing marketing, managing signs and lockboxes
- Manage and maintain online reputation and request reviews from clients
- Social Media and Email Marketing, including all social media platforms. (This includes just listed, just sold, under contract, team accomplishments, industry news, various holiday posts, etc.)
- Produce custom Marketing pieces for agents on the team at their request
- Ensure real estate documents are prepared and sent for client signatures and completion
- Review contracts and follows compliance procedures and guidelines
- Maintains status calendar of important contract deadlines
- Prioritizes issues and phone calls to the correct contact person

Qualifications

- 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
- Calm under pressure
- Proven ability to succeed
- Independent thinker
- Coachable
- Strong Tech skills
- Grit
- Canva, Photoshop

Job Benefits

\$55,000 – \$65,000 + Bonus Potential