

REAL ESTATE OFFICE MANAGER

LAH at the Beach is hiring a Real Estate Office Manager to assist Realtors and Qualifying Broker in our 30A location. Prefer someone with marketing experience and a real estate license or wanting to get their license.

Position Requirements:

RECRUITING

Energetic, self-motivated individual with excellent communication skills focusing on office growth and agent recruitment

LISTING SUPPORT

Process all listings, contracts, and closings in MLS
Maintain listings in MLS and all websites as needed for Realtors
Creation and Distribution of Agent Open House Flyers (Publisher)
Edit Listing Photographs (Photoshop)
Create and Mail Just Listed/Just Sold Cards for all Listings
Electronic filing of documents pertaining to transaction in Public Archives and Agent's Public Data
Assemble Listing Packets
Maintain and Order Signs for All Listings, Pending, and Sold Properties

MARKETING SUPPORT

Manage Office News/Community Outreach/Events in Social Media
Create and Manage Advertising Contacts
Schedule weekly, monthly, quarterly ads in various advertising media
Create and maintain prospect database utilizing Mail Chimp

ADMINISTRATIVE DUTIES

Strong communication skills required for answering phones (first company impression)
Update and Maintain mailing lists by adding new prospects and making address changes
Completing Mass Mail Outs through Access and Word (mail merging, printing envelopes, and labels)
Prepare and mail listing and closing letters for clients signed by the Broker
Compile transaction log of listings, contracts and closings for activity reports
Enter and document all closing and accounting information for Realtor commission checks
Run errands and compile office and kitchen supply log
Follow up with Buyers and Sellers after transactions for feedback

TECHNOLOGY REQUIREMENTS

Microsoft Office Suite (Word, Excel, Publisher, Access, Outlook)

Adobe Photoshop

MLS Database

Lucero

Copier/Scanner

VITAL ATTRIBUTES

Able to Effectively Prioritize/Multitask

Ability to navigate wide variety of personalities

Technologically Savvy

Servant's Heart

Self- Motivated (Always look Busy)

High Energy
