

## **Job Description:**

I am looking for a highly motivated and organized individual to help coordinate a busy real estate business. This role requires skilled multi-tasking and the ability to wear several hats in order to handle many administrative aspects. The ideal candidate would thrive in a fast-paced environment and be able to quickly learn as they go. If you are comfortable working in a busy office environment, prioritizing many daily tasks, and thinking outside of the box, you may be the right fit!

## **Job Responsibilities:**

- Provide support to clients during the sales process, including preparing documents, scheduling appointments, and sending emails.
- Maintain client database (CRM), team files, and other virtual software to maintain business organization.
- Produce listing marketing materials (printed material, websites, etc.) and assist with social media campaigns.
- Assist with showings, open houses/broker events, schedule inspections, signings, appraisals, and service provider appointments
- Administrative duties, to include copying, answering the phone, filing, recording finances and sending/receiving emails and potentially showing properties
- Meet with anyone aiding the home buying/selling process at the home.
- Ensure all listings are stocked with flyers and look presentable.
- Keep social platforms (Instagram, Facebook, Website, YouTube, Linked In, etc.) up to date daily.
- Record and produce videos including communication with Grand Junction local businesses.
- Engage with fellow real estate professionals both in person and via email, maintaining a high standard of professionalism.

## **Requirements:**

- Have a positive outlook & great attitude
- Focus on the brand vision for all marketing materials.
- Excellent organizational skills to work independently and manage projects.
- Ability to think critically and prioritize tasks
- Excellent communication skills (written and oral)
- Ability to take instruction and comfortable asking questions.
- Proficient with technology such as Microsoft Office, video production applications, and Google Apps. (Experience with other real estate technology preferred, not required)
- Candidates must be organized, resourceful, and detail-oriented
- Reliable transportation (drop off / pick up flyers / keys / etc.)
- Able to be flexible with day-to-day schedule when needed
- Willing to learn real estate terminology and the intricate processes involved in real estate transactions.

If you are interested in this position, please go online and take a DISC profile test online. This tool can be great to determine if the job would be a good fit for your personality. Please bring a printed copy of your results along with your resume, and a paragraph of why you would make a great addition to my business, located at Bray Real Estate (1015 N 7<sup>th</sup> St, Grand Junction, CO 81501) attention Amanda Hill or Shaye Bernardy. Since being detail oriented is VERY important to the role, please follow the above instructions to be considered.