

## **Administrative Assistant / Real Estate Transaction Coordinator**

Laura's Real Estate Group – Johnson Creek, WI

Part-time, Hourly

Our team is growing and we need a fantastic Administrative Assistant/Transaction Coordinator to help keep our team on track and ensure our clients are taken care of! The ideal person is someone who cares about the quality of their work and enjoys working in a small office environment. The perfect team member will be able to work independently and/or collaboratively in a fast paced environment. The TC's main priorities are ensuring that the many details and deadlines are met to ensure a smooth real estate transaction, while maintaining strong communication with all parties involved and day to day support for Laura's Real Estate Group agents.

We are looking for an exceptional candidate who is willing to go "above and beyond". The natural ability to organize and prioritize daily tasks with minimal direction is critical in this position. Excellent communication and client service skills are a must. We are seeking someone who adheres to the highest ethical standards, shows attention to detail and has a professional manner.

Must be well organized, a self-starter, able to learn new technology easily, provide excellent customer service, have great phone skills and be able to multi-task effectively.

We offer a fun and friendly office with great teammates!

### **Responsibilities:**

- Manage the contract to close process – handle questions, comments and concerns during the closing process as directed
- Act as a liaison between clients and agents and provide exceptional customer service.
- Monitor agents' emails as needed, respond to any concerns
- Review client management software, ensure correct statuses and keep listings/closings up-to-date
- Process and send marketing materials as directed
- Compile weekly reports.
- Manage day to day agent needs.
- Use several software tools to stay organized: Top Producer, Google Apps, MLS, etc
- Oversee all Listing, Accepted Offer, and Closing files as directed
- Be the first point of contact in handling customer inquiries and problem solving• Keep agents informed about challenges and issues that need to be handled
- Continue to take day to day office tasks away from agent, organizing workflow and improve efficiency
- Marketing on and monitoring of Social Media accounts

### **Qualifications:**

- 2+ Years of experience working in an Administrative role
- Technology and Internet Savvy.
- Able to learn new programs quickly; proficiency in Word, Excel, Gmail, Internet browsers, etc.
- Thrives working within a system and focuses on keeping processes/transactions on track
- Deadline driven and extremely organized
- Have excellent attention to detail and accuracy with documents
- Flexible in daily routine; ability to prioritize and manage shifting responsibilities
- Excellent customer service and interpersonal skills; can empathize and build relationships with a variety of personalities
- Excellent verbal and written communication skills

- Open to new ideas and systems
- Able to make quick and effective decisions, solve problems, as well as maintain confidentiality
- Proficient in time management

**Compensation:** Hourly wage based on experience, potential to earn bonuses throughout the year.

**Hours:** The perfect team member would be available to work a consistent schedule of approximately 30 hours per week. Candidate can choose between working Monday – Friday 9:00AM-3:00PM or 7 hours on 4 days.

**To Apply:** No phone calls please. Email resumes or questions to [Laura@LaurasRealEstateGroup.com](mailto:Laura@LaurasRealEstateGroup.com)