

Real Estate Office Manager (Kirkland)

Description:

Real Estate Team with long history is looking for an Office Manager primarily responsible for managing the tasks and processes related to selling and buying residential real estate, functioning as a liaison between clients, brokers, and vendors, as well as fulfilling administrative duties.

Responsibilities:

- Responds to phone calls, emails, and website inquiries professionally, and in a timely manner
- Facilitates communications with team members, including daily and weekly ad hoc status reports
- Creates and organizes prospect/client files, and oversees customer relationship management database
- Manages client files and collaborates with all parties to ensure required documents are complete.
- Assesses and monitors the timelines and progress of the sale as outlined in the real estate purchase agreement so deadlines are met.
- Confirms closing dates, location, documentation, and transfer of keys at closing.
- Creates a quality control system to ensure the smooth, consistent and efficient management of all relevant steps necessary to close a real estate sale
- Develops a strong understanding of residential real estate contracts, disclosures, and procedures
- Additional duties include managing social media, marketing, publishing newsletters, coordinating client events, working with 3rd party IT support, ordering supplies, and general office maintenance

Qualifications:

- Computer literate, Apple-MAC proficient, proprietary web-based applications, and comfortable learning new programs quickly and efficiently
- Use of proper spelling/grammar; solid written and verbal communication skills
- Customer-focused, proactively handles challenging situations, able to collaborate, solve problems and exceeds customer expectations
- Task oriented with high quality, organized, able to re-prioritize throughout the day, strong sense of urgency, and personal accountability
- Adaptable, learns quickly, and responds effectively to varied challenges
- Real estate experience helpful, not required

Work Environment, Hours & Salary:

- Schedule: Full-time 40 hours per week, office-based position, Monday-Friday 8:30am to 5:30pm
- Benefits: Paid time-off, Performance based bonuses
- Salary: \$40-50K per year, based on experience, and qualifications

About The Team:

Since 1987 we have sold well over 1,500 homes in the Puget Sound area. We offer our clients' a compelling value based on our experience, unique skills, abilities and hard work. We believe our success is directly linked to our employees – we are a cohesive and coordinated team who share one clearly defined goal, our clients' complete satisfaction. People Centered. Results Driven®.

PLEASE E-MAIL your resume and a cover letter about yourself to: marksteam@northwest-rlty.com