



We are looking to add an experienced, highly organized administrative professional to our business. We are essentially looking for a “Quarterback” to manage the back end of our Real Estate team. The successful candidate will be a friendly and positive, highly skilled and organized team player who will help us deliver an exceptional client experience and help us track and grow our business.

You are a list maker, note taker, perfectionist. You have an inherent need to set schedules and deadlines. You thrive on helping others, and love to explain things thoroughly. You provide stability and can maintain organization. Your ability to handle details and work hard have made you the backbone of previous organizations. You believe that work comes before play, even if you have to work a little extra to complete the job.

Hours per week: 25 – 35 hours per week, Monday to Friday

Pay scale: Up to \$25 per hour, depending on administrative experience

Characteristics of the perfect candidate.

- Loyal
- Decisive
- Super dependable
- Don't fix what isn't broken
- Procedures
- Orderly
- Structure
- Responsible
- Stability
- Organized

1. Listing Manager (Listing to Contract)

- Oversee all aspects of seller transactions from initial contact to executed purchase agreement.
- Prepare all listing materials: pre-listing presentation, Listing Agreement, sellers' disclosures, comparative market analysis, pull online property profile, research old multiple listing service (MLS) listings etc.
- Consult & coordinate with sellers all property photos, staging, repairs, cleaning, signage, lockbox, access requirements & marketing activities.
- Obtain all necessary signatures on listing agreement, disclosures and other necessary documentation.
- Coordinate showings & obtain feedback.
- Provide proactive weekly feedback to sellers regarding all showings and marketing activities.
- Coordinate all public open houses and broker open houses if applicable.
- Input all listing information into MLS and marketing websites and update as needed.
- Submit all necessary documentation to office broker for file compliance.
- Input all necessary information into client database and transaction management systems.

2. Transaction Coordinator (Contract to Closing)

- Oversee all aspects of buyer & seller transactions from executed purchase agreement to closing.
- Coordinate title, mortgage loan and appraisal processes if applicable.



- Coordinate inspections, and coordinate completion of repairs.
- Regularly update & maintain communication with clients, agents, lawyer, lender etc.
- Submit all necessary documentation to office broker for file compliance.
- Coordinate moving/possession schedules.
- Schedule & coordinate closing process.
- Input all client information into client database system.
- Schedule 30 Day, 90 Day & 120 Day client customer service follow up calls to assist with any home improvement provider recommendations and to ask for referrals.

4. Administrative Manager

- Oversee all aspects of the administration of the agent's business.
- Create & manage all systems for sellers, buyers, client database management, lead generation tracking, lead follow-up & all office administration.
- Coordinate the purchasing of any office equipment, marketing materials and any other business-related supplies and materials.
- Create & update a business operation manual and all job descriptions/employment contracts for any future hires.
- Manage the recruiting, hiring, training and ongoing leadership of all future administrative hires.
- Hold agent(s) accountable for conducting all agreed upon lead generation activities.
- Ensure that all agent activities are limited to listing property, showing property, negotiating contracts & lead generation.

Please submit resume as well as completed profile through this [link](#) to hr@edmontonhq.com.

Profile Link

<https://www.dropbox.com/s/23xdkrnuegha0bv/Colour%20Profile.pdf?dl=0>