

FONVILLE MORISEY
FIVE COUNTY SPECIALISTS

CONSIDERING A CAREER IN REAL ESTATE?

Our Closing Coordinator admin position is a great way to learn the ropes.



2100 ZEBULON RD ZEBULON NC

Send your resume to fivecountyspecialists@gmail.com

GET STARTED IN REAL ESTATE

Choose a career that suits you!

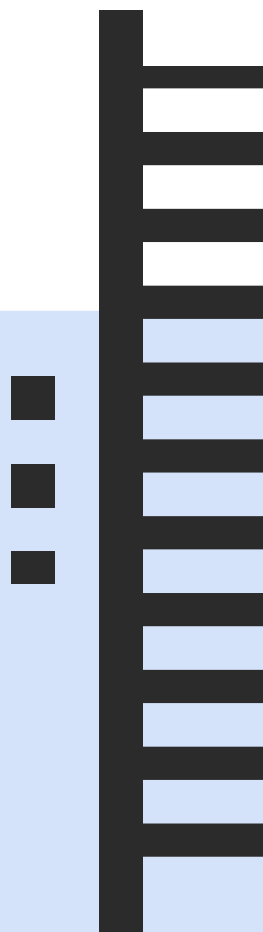
If you've thought about getting into real estate, but you're not sure if it's the right fit. Or if you would like to be in real estate but prefer an admin position and steady income to sales and commissions, this is a great opportunity!

Fast Paced. Never Boring!

The real estate business is BOOMING and our office is growing! We're looking for someone local to help our office and agents. We're a top producing office that's BUSY!

If you have basic admin skills (Can you send an email? Can you answer phones?) and like learning new skills, we can train you to be a closing coordinator and real estate admin.

Keep reading to see some of the skills you can learn and grow into.



1. Listings (Listing to Contract)

- Oversee all aspects of sellers' transactions from initial contact to the 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 and etc.
- Consult & coordinate with sellers all property photos, staging, repairs, cleaning, signage, lockbox, access requirements, & marketing activities.
- Coordinate showings & obtain feedback.
- Input all listing information into MLS and marketing websites and update as needed.
- Submit all necessary documentation to the 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 and seller transactions from executed purchase agreement to closing.
- Coordinate title/escrow, mortgage loan, and appraisal processes.
- Coordinate inspections, assist in negotiations regarding repairs and coordinate completion of repairs.
- Regularly update & maintain communication with clients, agents, title officer, lender, etc.
- Submit all necessary documentation to the office broker for file compliance.
- Coordinate moving/possession schedules.
- Schedule, coordinate, & attend the closing process.
- Input all client information into our 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.



3. Marketing Assistant

- Manage client database management program & system.
- Create & regularly prepare all buyer & seller consultation packages.
- Coordinate the preparation of all listing & open house flyers, graphics, signage, and other marketing materials.
- Regularly assist agents to manage & enhance the agent's social media presence.
- Track & coordinate all inbound leads from websites, social media, & other online sources.
- Coordinate all client & vendor appreciation events.
- Regularly obtain client testimonials for the website, social media, & other marketing materials.
- Coordinate with the marketing manager.
- Coordinate & implement agent marketing videos & property videos on website(s), blog(s), social media, and client database email campaigns.



4. Administrative Manager

- Oversee all aspects of the administration of the agent's business.
- Create & manage systems for sellers, buyers, client database management, lead generation tracking, lead follow-up, & all office administration.
- Maintain all agent financial systems, profit & loss statements, bill payments, budget(s), bank accounts, and business credit card(s).
- Coordinate the purchasing of any office equipment, marketing materials, and any other business-related supplies and materials.
- Create & update a business operations 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 a property, showing property, negotiating contracts, & lead generation.



THIS POSITION IS IDEAL FOR YOU IF

You live in the East Wake area.

This is an in-office admin position located in Zebulon NC.

You Have Basic Admin Skills

While we can train you on the specifics of how we run our office, you will need to have basic admin skills including sending emails, printing materials, answering phones, etc.



You Enjoy Learning New Skills

If you like learning new skills, this could be a great match.

You're A Real Estate Admin

If you've already got experience as a closing coordinator/real estate admin, please apply!

You probably already have most of the skills needed, and we're happy to show you how we want things done here.

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TO APPLY

Email your resume to

FiveCountySpecialists@gmail.com

Subject Line: Closing Coordinator/Admin Position

