

LISTING COORDINATOR

Calling all meticulously organized, real estate-loving, detail-dedicated coordination wizards! The Real Estate Assistant, a customer-centric focused real estate support company, is on the hunt for a dynamic Listing Coordinator to join our spirited team. As our Listing Launch Luminary, you'll play a pivotal role in catapulting real estate listings from mere ideas to market sensations, ensuring every detail is polished to perfection.

KEY RESPONSIBILITIES:

- Orchestrate the full spectrum of listing preparations, transforming agents' visions into tangible, market-ready masterpieces.
- Coordinate and schedule photoshoots with an array of savvy real estate photographers all over Texas.
- Master the art of MLS magic, inputting listings with such precision that every data point sings.
- Craft listing descriptions so compelling that they leave potential buyers yearning for more, using just the power of words.
- Oversees the seamless completion and upload of all necessary forms by collaborating with our seasoned Compliance Manager, making the complex web of real estate paperwork feel like a breeze.
- Harmonize the symphony of listing launches, ensuring agents, clients, and stakeholders are in perfect tune for the big reveal.
- Dive into the realm of administrative excellence, supporting agents with an array of tasks to keep the listing process smooth and steady.
- Average 5-10 listings a month, with the sky as the limit for more.

REQUIREMENTS:

- A proven track record of coordinating the nitty-gritty of real estate listings with a portfolio that speaks volumes of your organizational prowess.
- At least one year of real estate experience in Texas, offering you an intimate understanding of the local market and its nuances.
- A maestro of MLS systems, with the ability to navigate and input with effortless grace.
- Your communication skills are legendary, weaving clarity and charisma into every conversation.
- A discerning eye for detail so sharp nothing escapes your gaze.
- Independence is your middle name, but collaboration is your game, thriving in a team while steering your own ship with confidence.
- Familiarity with a suite of real estate tools and software, ready to juggle any platform with ease.

DAILY SOFTWARE PROGRAMS:

- Canva
- ChatGPT
- Outlook
- Real Estate MLS: ABOR, SABOR, CenTex, HAR
- Cognito Forms
- Open to Close
- FloDesk

COMPENSATION:

- First 90 days: Earn 50% of the listing fee.
- After 90 days: Earn 60% of the listing fee, with potential for growth following training.
- Aspire to a Junior Transaction Coordinator (TC) position, if you're drawn to expand your horizon.
- Revel in the volume of 5-10 listings monthly, with the possibility of more to fuel your success. Each listing roughly takes between 4-6 hours.

Other Perks:

- A 1099 contract role that celebrates your autonomy and respects your entrepreneurial spirit.
- Be part of a company where your contribution is not just valued but celebrated, with the opportunity to grow and thrive.

Dive into a role where your attention to detail, real estate savvy, and coordination prowess are not just needed but revered. Join us at The Real Estate Assistant and let's sculpt the future of real estate, one successful listing at a time.

Note: The responsibilities and qualifications listed above are a glimpse into your potential role. We're excited to tailor this opportunity to your unique skills and aspirations.

HOW TO APPLY:

Unleash your potential and step into a world where your skills turn listings into legends. Apply today to become the Listing Coordinator at The Real Estate Assistant and redefine real estate success. Send your application to Ashley@RealEstateAssistantATX.com with the subject line "Your Name | Listing Coordinator Extraordinaire". Please include:

- Your resume, showcasing your journey in real estate excellence.
- The results of your DISC test. Take the test here: <https://www.tonyrobbins.com/disc/>
- A listing description based on the photos in the [Google Drive](#).
- Fill out the Property Profile Sheet (in Google drive) example based on the photos, tax records, and Listing Service Sheet.

