



We are currently hiring for the following position:

ADMINISTRATIVE ASSISTANT/AGENT ONBOARDING SPECIALIST

Recent experience in the Real Estate Industry is required.

***Experience as a Transaction Coordinator and/or Assistant to a High-Performing Realtor is preferred.*

Hours: 20-25 per week to start, our Rock Star could transition to full time quickly!

Pay: \$18-\$20/ hour to start + bonuses depending on contribution to the team

Locations: Ventura, Oxnard and Ojai

THE POSITION OVERVIEW

The main functions of this position are:

1. Provide high-level administrative support to our CEO and team
2. Coach and train new clients (Realtors) on the VCTC systems and procedures.

[NOTE: If you do not enjoy working with/coaching recently licensed agents, this position is not for you. We are hiring a service-oriented superstar that loves to teach and coach and wants to help grow the VCTC brand.]

In short, your role is to spend approximately 50% of your time finding ways to save Tera Marie time by communicating with team members, clients, and attacking the growing to-do list of a rapidly expanding business, and 50% of your time TC-ing files and onboarding new agents.

This is a part-time position with the potential to quickly evolve to full-time and reports directly to the CEO, while also working closely with members of her team and clients.

[NOTE: If you have a business of your own that you plan to continue to grow, please do not apply. This part-time role will lead to a full-time gig and we are looking for a superstar that is excited to put their full focus into this position.]

THE OPPORTUNITY

We are seeking a calm, yet agile, detail-oriented Assistant who is fueled by providing top-notch service, enjoys coaching/teaching the ins and outs of real estate transaction management and who has experience supporting entrepreneurs who often pivot directions.

If you live within a 30-minute drive to Ventura and are looking to utilize your superior organizational skills and talents that allow you to contribute to a premier organization, we invite you to apply. You must be available to work in person. This is a local position that will regularly require 3 in-person days in a week and sometimes 5 in-person days. The location of the position will vary between offices in Ventura, Oxnard and Ojai.

The ideal candidate for this position will have a high level of decorum and discretion that is second to none. You possess a “sixth sense” that allows you to be two steps ahead of the leader at all times. You will have experience serving entrepreneurs and realtors and have a good understanding of both real estate and business vocabulary.

WHAT WE DO

VC|TC is dedicated to making the process of escrow paperwork simple and stress-free for Real Estate Agents in Ventura County. Our exceptional Transaction Coordinators are either licensed or certified to give agents peace of mind; confident that every "i" is dotted, every "t" is crossed, and every deadline is met so escrows close, and everyone gets paid on time. Realtors delegate their paperwork and the time periods and deadlines of their transactions to us. Attention to detail is absolutely mandatory.

WE WANT TO MEET YOU IF YOU ARE:

- Highly motivated when you witness your leader achieving success and impacting the clients and customers of the organization and enjoy working with a fast-paced, collaborative team and are comfortable when priorities shift.
- Looking to serve a single person, not growing a business of your own. You are interested in having full focus on one organization. You prefer to take a back-seat role rather than run the show.
- Comfortable with social media, currently participate in Facebook groups, and are also comfortable with online tools.
- A master of Google products and can type 45 wpm.
- Willing to course-correct your leader when necessary to avoid misalignment of her goals and strategies.
- Intrigued about the continual improvement of systems and work processes.
- Understanding of the needs of an entrepreneur who leads a full life and strives for harmony between business and pleasure.
- Trustworthy and can be counted on to safeguard the confidentiality of not only our business but our clients as well.
- Calm under fire and excel under pressure.
- Adept at working effectively with a wide variety of people inside and outside the organization, acting as an extension of your leader and the VCTC brand.
- Able to follow very detailed instructions; attention to the smallest details is imperative.
- Excited by checking things off a list! We live and breathe by our checklists; a passion for this type of organization is critical.

HOW TO APPLY

If you would like to be considered for the position, submit your resume, references and a current DISC profile summary to teamtera@vctcinc.com using the following subject line: Paperwork is my jam! Your Full Name *2019*

Substitute your first and last name for "Your Full Name" and the exact punctuation included above.