

Market Edge Realty LLC

Application Processor

You know that feeling you get when you wake up knowing that you are making a difference, adding value to people's lives, and being a trusted member of an expanding team? Would you describe yourself as detailed, service oriented, thoughtful, communicative, and love technology? Well, we are looking for professional sales experts – people who can recognize opportunity, create their own path of success, and are action oriented. You can make a difference and we are looking for amazing individuals to join our growing business!

A North Phoenix based real estate brokerage has a great opportunity for you. We are looking for a Real Estate Application Processor to help our team be quick and efficient with our clients that apply for our rental properties. The right person for this opportunity will be great at working with numbers, loves to be on top of their game, and pays close attention to detail in forms and reports. Hard work is rewarded financially and in other ways. Experience is important, but most importantly you will need to exhibit passion, pride, and ownership in what you do.

Job Description:

- Handle high volume phone line.
- Handle high volume emails.
- Be proficient in high demand and fast-paced work.
- Run and read screenings of potential applicants.
- Basic and intermediate understandings of math and data entry.
- Problem solving and comprehension skills.
- Comprehension of differing processes to approve and decline applicants.
- Adapt to changing technological platforms within company.
- Communicate with team and upper management regarding applications.
- Other duties to be trained and assigned.

Job Requirements:

- Impeccable appearance.
- Basic understanding of leasing and home buying process.
- Amazing attitude - cheerful and confident.

- Ability to learn new arithmetic quickly and efficiently.
- Ability to work in a busy office and maintain a professional atmosphere.
- Confident in using multiple platforms of technology.
- Become certified in any software the company utilizes to service clients.
- Have a **STRONG** basis in working with Office 365 Email, Google Docs, Google Sheets, Propertyware, Rently, Excel, and Word. Salesforce experience is a plus.
- Pass a Background & Credit Check.
- Pass a Drug Test.

Compensation:

- Hourly Rate is \$15 - \$20, DOE.
- Position is W-2.
- Position is Full-Time.

Shift TBD – Flexible Schedules!

Extras:

- Monday-Friday – Weekends are for relaxing!
- All Federal Holidays Off!
- Company Parties – We are family!
- Comprehensive assessments upon hire to determine your style of working – We use these to get to know you better so we can all work together without workplace drama, plus it helps to determine your best skills to use to your advantage!

Opportunities available to obtain your Real Estate License and other certifications and education through our company... we want to INVEST in you!

Please apply to join our fast-growing company in a fun and upbeat Team environment!

*****Please call (480) 561-0069 and follow the instructions on the recording.**