Market Edge Realty LLC

Designated Broker

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 Designated Broker to be apart of our amazing team! The right person for this opportunity will be great at fast-paced work and prioritizing in an efficient manner with an impeccable eye for detail and communication. 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

- Consult with leasing/property management teams.
- Multi-task differing projects within company.
- Handle transactions in a quick and timely manner.
- Identify opportunities to expand the business.
- Strong sense of empathy to build lasting relationships.
- Provide leadership to office team.
- Conduct meetings, as necessary.
- Handle trust accounts.
- Strong sense of communication and organization.
- Keep files organized and on hand for future reference.
- Work full time in the office.
- Other duties assigned, TBD.

Job Requirements

- Active Arizona Designated Brokers License.
- Fulfill all requirements per ARS 32-2151.01
- Amazing attitude – cheerful and confident.
- Impeccable appearance.
- Advanced understanding of compliance and regulations.

- Strong sense of empathy for building relationships.
- Advanced oral and written communication skills.
- Willing to be in the office full time.
- Multi-task multiple different projects for the business.
- Work in a busy office and maintain a professional atmosphere.
- Confident 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, Word, Excel, Google Docs, Google Sheets, Propertyware, AppFolio, and Rently. SalesForce experience is a plus.
- Pass Background & Credit Check.
- Pass Drug Screening.

Compensation:

- $4,000/mo
- Position is W2.
- Position is Full Time.

Shift TBD

*****Please respond to this post by sending your Resume via your personal email to HR@MarketEdgeAZ.com.**