

Market Edge Realty LLC

Field Service Representative

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 Real Estate Field Service Representative who can effectively communicate with tenants, landlords, and the office team. We monitor the condition of homes during vacancy and after occupancy. The right person for the opportunity will be great at talking to people and knows how basic home maintenance is done, damages to look for, and a hard working attitude. 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:

- Complete walk throughs of interior and exterior of property documented on video.
- Drop off/pick up documents as requested.
- Install remove multiple types of lockboxes--Contractor, Rently, and MLS.
- Record documents at the county recorder's office.
- Able to track mileage with phone app and submit for mileage reimbursement.
- Ability to lift/move up to 40 pounds.
- Able to be outside in hot weather/house for 30 minutes at a time.
- Knowledge of how to turn on/off water main and electrical breakers.
- Take photos of houses for use in marketing.
- Manage and build strong processes and systems.
- Drive by properties as needed.

Job Requirements:

- **Must have an Active Arizona Real Estate License by the first day of employment.**

- Impeccable appearance.
- Valid driver's license.
- Keep car clean inside and out.
- Have a smart phone and know how to use it.
- Basic understanding of leasing and home buying process.
- Amazing attitude – cheerful and confident.
- Ability to 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 Propertyware, Z-Inspector, and Rently. Salesforce experience is strongly preferred.
- Pass a Background and Credit Check.
- Pass a Drug Test.

Compensation:

- \$15 per hour.
- Position is W2.
- Position is Full Time.

Shift TBD upon hiring.

*****Please respond to this ad by emailing your resume via your personal email to HR@MarketEdgeAZ.com.**