

Market Edge Realty LLC

Listing Coordinator

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 Listing Coordinator to manage the Rental and For Sale listings of our brokerage. The right person for this opportunity will be great at organizing lists and prioritizing tasks in a timely, efficient manner with an impeccable eye for detail. 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:

- Make detailed and accurate Rental and For Sale listings to be posted on MLS, Propertyware, Rently, Craigslist, and GoSection8.
- Keep Monday.com platform files organized for future use.
- Keep organized documents on both computer and email platforms.
- Communicate with team to ensure proper lockbox additions and removals.
- Communicate with team on the status of properties to go on/off the market.
- Update listings as prices/terms/descriptions change.
- Send out weekly reports to sellers/landlords.
- Send out listing documents to sellers/landlords.

Job Requirements:

- Impeccable appearance.
- 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 Excel, MLS, Rently, Propertyware, Monday.com, and GoSection8.
- Be a team player.
- Pass a Background Test.
- Pass Credit Check.
- Pass Drug Screening.

Compensation:

- \$15 per hour
- Position is W-2
- Position is Full-Time

*****Please respond to this post by emailing your resume to HR@MarketEdgeAZ.com.**

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