

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:

- High volume phone calls.
- High volume emails.
- Make detailed and accurate Rental and For Sale listings to be posted on MLS, Propertyware, Rently, Craigslist, Salesforce, and GoSection8.
- Keep organized documents on both computer and email platforms.
- Communicate with the team to ensure proper lockbox additions and removals.
- Communicate with the 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.
- Create routes for Field Representatives for things needed, i.e., photos for advertising.

Job Requirements:

- Professional appearance.
- AZ Real Estate agent or broker's license.
- 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. Salesforce experience is a plus.
- Be a Team player.
- Pass a Background and Credit Check.
- Pass Drug Test.

Must have a real estate license in Arizona.

Compensation:

- Base rate of \$18 per hour (full time)
- Position is W2
- Shift TBT



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 other certifications and education through our company... we want to INVEST in YOU!

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

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