

# **Market Edge Realty LLC**

## **Receptionist**

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 Receptionist to manage the front desk of our brokerage. 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. They will also be responsible for multiple other office duties to be assigned by upper management. 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 calls.
- Return phone calls - return messages in system.
- Manage Ticketing System for the Office Email.
- Resolve issues on the phone with potentially demanding clientele.
- Check the Dropbox at beginning and end of shift.
- Make sure office is neat, clean, and tidy before and after shift.
- Make sure Keurig stocked.
- Birthday mailers for tenants & clients.
- Handle theme day set up, including notifying team members about day, costumes, decorating the office, etc.
- Sign for any packages or envelopes being delivered, get them to the right party.
- Set up any new office equipment.
- Make sure that the printers are full of paper.
- Confirm access for appraisers to properties.
- Schedule showings on properties.
- Handle agent inquiry calls for availability.

- Assist callers with self-guided tours or lock box problems.
- Order office supplies the last Monday of the month on Amazon.
- Shredding.

**Job Requirements:**

- **Must have an Active Arizona Real Estate License by the first day of employment.**
- 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 Office 365 Email, Google Docs, Google Sheets, Propertyware, and Rently. Salesforce experience strongly preferred.
- Pass a Background & Credit Check.
- Pass Drug Test.

**Compensation:**

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

Monday - Friday: 8:30am – 5:00pm

**\*\*\*Please respond to this post by sending your resume via your personal email to [HR@MarketEdgeAZ.com](mailto:HR@MarketEdgeAZ.com).**