

Market Edge Realty LLC

Receptionist

You know that feeling you get when you wake up knowing that you're making a difference, adding value to people's lives, and being a trusted member of a team? We are that place! You can make a difference and we're looking for amazing individuals to join our growing business! Hard work is rewarded financially and in other ways. Experience is important, but most of all you will need to exhibit passion, pride, and ownership in what you do. Do you describe yourself as detailed, service oriented, thoughtful, communicative, and love technology? We're looking for professional experts— people who can recognize opportunity, create their own path of success, and are action oriented.

Does this sound like you?

A North Phoenix based real estate brokerage has a great opportunity for you. We are looking for a dynamic receptionist who is able to effectively communicate with tenants, landlords, buyers, sellers, agents, and the corporate office.

The right person for the opportunity will be someone who is great at talking to people and loves being very busy.

Job Description:

- Handle a high volume phone line of 5-30 calls per hour.
- Check the Dropbox at beginning and end of shift
- Check the mailbox after mail drop-off time
- Open up the office-- open blinds turn on lights turn on music
- Make sure office is neat clean and tidy
- Make sure coffee pot is filled
- Handle decorating the office for holidays
- Handle birthday celebrations for team members
- Birthday mailers and phone calls to 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 and get them to the appropriate party
- Set up any new office equipment
- Make sure that the printers are full of paper/ink
- Return phone calls
- Confirm access for appraisers to properties



- Schedule showings on properties
- Handle agent inquiry calls for availability
- Transfer inquiries to appropriate sales team
- Assist callers with self guided tours or lockbox problems
- Provide callers with company contact information
- Order office supplies the last Monday of the month on Amazon--Submit to head of accounting the Friday before
- Refresh craigslist ads every morning
- Shredding and mail processing
- Run inbox and text volume of 200-500 items per day.

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 Office 365 Email, Word, Excel, Google Docs, Google Sheets, Propertyware, and Rently. Salesforce experience is a plus.
- Pass a Background & 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

Monday - Friday: 8:30am – 5:00pm



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!

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. ******