

Market Edge Realty LLC

Training / HR

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 Training / HR Team Member to manage the inside training and Team Members 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. 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:

- Learn all relevant tasks and positions in the office to be able to train and update Policy and Procedure Manuals when necessary.
- Jump between job positions to help departments – “Jack of all Trades”.
- Train new employees.
- Train current employees on new procedures.
- Post needed job ads.
- Schedule and hold interviews for potential candidates – call backs.
- Keep track of employee schedules.
- Keep track of time off requests.
- Keep track of absences and tardiness.
- Call in pay roll twice a month.
- Handle birthday celebrations for Team Members.
- Handle theme set up, including notifying Team Members about day, costumes, decorating the office, etc. Handle complaints from vendors, tenants, and owners.
- Be the “Example” of the company.

Job Requirements:

- Impeccable, professional 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 Propertyware, AppFolio, Excel, Word, Google Docs, Rently, and MLS. Salesforce experience is a plus.
- Pass a Background and Credit Check.
- Pass a Drug Test.

Compensation:

- Hourly Rate is \$15 - \$25, DOE.
- Position is W2.
- Position is Full-Time.

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 your Real Estate License and more education or certifications through our company... we want to INVEST in you!

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

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