

Real Estate Sales and Marketing Assistant:

Description:

We're currently looking for a talented, fun, people-person with real experience in project or office management to help us continue to build on a successful and growing real estate partnership. We need someone to work full-time from our two-person office within a highly regarded real estate office of about forty realtors in Raleigh.

Our ideal person can bring to the table a professional attitude, real skills, talent, experience and ability to take initiative. If you are an organized, hard worker, have a good sense of graphics and strong office computer skills we'd love to talk with you. Website experience is a big plus.

Tasks are varied and will include general office support (20%), transaction assistance (20%) and graphics/marketing (60%)

General office support includes; Database management, preparation of mailings, faxing, assistance with signage and errands.

Transaction assistance: Coordinate with contractors, inspectors, schedule closings, fax and other general correspondence, paperwork processing and tracking of transactions.

Marketing and Graphics: Assist with the implementation of short and long term marketing projects and strategies. Implement marketing plans for individual homes - take photographs, design flyers and brochures, submit ads and track advertising efforts and expenditures. Manage and maintain 3-4 websites including posting of new listings and photographs, track web leads and monitor sites for overall quality control.

Qualifications:

- Ability to organize and manage work. Implement systems and work flow for projects and transactions.
- Strong management skills, initiative, work ethic and need for excellence
- High comfort level with computers and Microsoft Office software
- Website and graphic software experience is a big plus.
- Professional attitude, good communicator, desire to learn/grow
- A passion for houses and architecture

Salary:

\$25,000/yr. Tuition will be paid for obtaining a NC Real Estate License (provisional brokers). Required professional dues and regional association monthly mls dues will also be paid.

Apply:

Please submit a cover letter, resume, and if desired, samples of work to debra@debrasmith.com. No hardcopies please. Address all questions to Debra Smith at 919.349.0918. Applications will be accepted through February 28th, 2007.