LUXTOWN
REALTY

JOB DESCRIPTION

Lux Town Real Estate Company strives to be the employer of choice in our industry. In order to achieve our corporate objectives, we have to attract the most talented people on the market and keep our high performing colleagues within the company.

If you lead an active lifestyle and enjoy life in motion, then this could be a perfect position for you! Do you want to develop in the high-paying industry? Always digging deeper to learn how things work? Are you meticulous and have razor-sharp attention to detail? We are looking for motivated people with positive worldview and professional work ethics to join our team.

Position	**Realtor Assistant**
Type	Full time
Basic Salary	$ 2900* / biweekly + extra**
Trial Period(14 days)	$ 2,000*** + extra**
Work Schedule	9.00am to 5.00pm M-F
Start Date	June-July, 2022
Travel Required	0%

* basic salary we offer after trial period completion
** completed deal bonus 5%
*** compensation for trial period (14 days) paid after completion

No experience needed. We are ready to provide you with a remote training course, which is paid.

We are looking for you!

The very first step of a successful career is knowledge of the fundamentals. In your case this basic education, would include the appearance of real estate market and how managers and brokers work with them.

During your training course you are responsible for completing practical assignments, which are research projects. The course is aimed to improve your knowledge in real estate market. Employee is responsible for controlling deal transaction services.

ESSENTIAL DUTIES AND RESPONSOBILITIES:

- Provide excellent customer service;
- Follow up with customer concerns and questions in a timely manner;
- Work with Community Manager to maintain accurate and timely paperwork;
- Coordinate community marketing efforts with Realtor offices and referral gratuities;
- Be able to explain the various sales documents and attachments to customers;
- Real estate assistant is responsible for client assistance with registration property sale or rental services of real estate;
- Real estate assistant is responsible for controlling deals transaction of property sale or rental services;
- Property analytics.

KNOWLEDGE/ EXPERIENCE

- High school diploma or equivalent; college degree preferred;
- Computer literate in MS Suite, Excel, Word, and Acrobat Reader;
- Real estate experience will be helpful.

BENEFITS

- Flexible and paid vacation;
- Excellent health insurance;
- Three months maternity/paternity leave;
- Professional and personal growth.

WORK ENVIRONMENT

While performing the job duties, the associate is regularly required to function in a field of work environment. Lux Town Real Estate Company is an equal employer and considers qualified applicants for employment without regard to race, color, religion, national origin, sexual orientation, age or disability.

Part 2

This job position includes training to get better understanding about your primary duties. The impact of training will help to unlock every «Realtor assistant» potential to achieve greater success. Whether you are using the CRM software, or just want to learn more about achieving the best results, we will provide a number of options. These training courses are delivered on-line and you can take it remotely. This course provides an interactive way to study. A training period is fourteen days. You will assist with registration property sale or rental services of real estate. You need to follow company policy, procedures and leads by example for the rest of the employees. Ensure that all sales transactions procedures are in compliance with company policy. You will be responsible for the overall safeguarding of company assets. Partner with all internal corporate support resources to ensure compliance with all laws and regulations to achieve results.

APPLY NOW:

Fill out "Application Form", print and sign it, send it back, we will call you for a short phone interview.

Best Regards,

Erica Austin