

## **Interested in joining the largest independently owned Real Estate Company in California?**

Our industry leading multi-faceted Real Estate Company based in the Sacramento Area that attracts the most experienced professional associates in the business is looking for an Office Administrator and Transaction Coordinator to act as the interface in the office as you oversee office operations, branch social media, real estate transactions, and more in our Green Valley/Fairfield Office.

Founded in 1994 with just two offices to now over 3,000 of the most productive agents throughout California, Arizona, Nevada, Utah, Oregon and Washington. We are the #1 RE/MAX in the world and the #1 Independently Owned Real Estate Brokerage in California. Looking into the future, there has never been a more exciting time to be a part of Gold Nation's growth.

### **Responsibilities:**

- Open and close office during operating hours.
- Take incoming calls and greet customers and clients.
- Coordinate with the manager for any office events.
- Manage and continually audit transactions as a team with the office leader.
- Participate in any company led training opportunities or meetings.
- Manage expired/cancelled transactions on a paperless platform.
- Oversee branch social media account.
- Create and distribute branch flyers using Canva and other design platforms.
- Track and enter crucial dates for transactions on a paperless platform.
- Create broker demands and distribute to all necessary parties.
- Oversee and assist agents with transactions throughout the escrow process.
- Enter and close out properties into the MLS.
- Real Estate transaction management experience is preferred.
- May require minimal light lifting.
- Additional duties may be included and not listed here.

### **Requirements/Qualifications:**

- Possess a solid administrative background with strong computer capabilities.
- Strong interpersonal communication skills.
- Proficient in design websites such as Canva.
- Experience in professional social media interactions.
- Possess ability to adapt to changing conditions.
- Demonstrate ability to multi-task.
- Ability to work independently and with direction.
- In office attendance is required.
- Superior problem solving skills.
- Highly efficient and organizational skills are a must.

### **What we offer:**

- A high energy professional work environment.
- Continued training and development.

- Base salary plus a benefits package.
- Transaction coordinators receive an additional bonus on all closed transaction files.