

SEND RESUME AND COVER LETTER TO HRINFO@LANDSOLUTIONS.NET

- Position:** Sales Operations Manager
Reports to: Director of Sales
Works With: All Land Solutions staff, LSI sales associates/brokers, outside consultants, investors, real estate brokers, and land sellers

Position Statement

This is a professional position requiring expertise in real estate research, contract coordination and preparation; listing coordination and preparation for various forms of real estate. This is a fast paced position requiring a unique combination of speed and accuracy. Individual must be a highly detail-oriented individual, persistent, honest and able to communicate with a variety of personality types.

Qualifications

- 3+ years experience in real estate
- Highly proficient in researching land
- 3+ years of real estate office management experience
- Excellent personal management and organizational skills
- Ability to communicate orally and in writing with a wide range of clients, land owners, consultants and investors
- Ability to learn new software and database applications

Job Duties

- Assists Director of Sales, Senior Broker, and sales team in their real estate activities and coordinate with all LSI staff to accomplish the goals of both
- Manage contract coordinator priorities
- Manage email communications, scheduling events and activity data input for Director of Sales, Senior Broker and sales team
- Assists in creating listings and follow-up requirements of Director of Sales, Senior Broker, and sales team
- Manage all LSI take down contracts
- Backup to Paralegal for preparation of Letters of Intents and Contracts
- Manages listings in MLS and LoopNet
- Writes all executive summaries and keeps updated for all listings
- Communicate and update appropriate LSI staff on all real estate activities of CEO, Director of Sales, Senior Broker, and sales team
- Schedules meetings for Director of Sales, Senior Broker, and sales team
- Present weekly sales meeting
- Maintain and update radar screen outlining priorities and accomplishments
- Manage client reporting
- Set and maintain contract timelines
- Preparation of sales radar screens/priority reports/month end reports