

## Job Description: Office Manager & Listing Agent at Pegasus Realty

Job Title: Office Manager & Listing Agent

Employment Type: Full-time

### Job Summary:

The Office Manager & Listing Agent will be responsible for overseeing all administrative functions of the office while also managing and promoting property listings. This dual-role position requires a versatile individual with excellent organizational skills, a keen eye for detail, and a proactive approach to problem-solving. The ideal candidate will possess a strong background in office management and real estate, ensuring smooth operations and outstanding client service.

### Key Responsibilities:

#### Office Management:

1. Administrative Duties:
  - Oversee daily office operations, ensuring a well-organized, efficient, and professional environment.
  - Manage office supplies inventory, ordering new supplies as needed.
  - Handle incoming and outgoing mail, email correspondence, and phone calls.
  - Maintain office equipment and schedule repairs or maintenance as necessary.
2. Human Resources:
  - Assist with the onboarding process for new employees.
  - Maintain employee records and ensure compliance with company policies and regulations.
  - Coordinate staff meetings, training sessions, and other internal events.
3. Financial Management:
  - Manage office budget and expenses, ensuring cost-effective operations.
  - Process invoices, manage accounts payable and receivable, and coordinate with the accounting department.
4. Client Relations:
  - Greet clients and visitors, providing exceptional customer service.
  - Coordinate with clients to schedule meetings, property showings, and other appointments.

#### Listing Agent Duties:

1. Property Listings:
  - Manage property listings, ensuring accurate and attractive descriptions and photos.
  - Conduct market analysis to determine competitive listing prices.
  - Develop marketing strategies to promote listings through various channels (MLS, online platforms, social media, etc.).
2. Client Interaction:
  - Work closely with sellers to understand their needs and provide guidance throughout the listing process.
  - Conduct property showings and open houses.
  - Negotiate offers and counteroffers, striving to achieve the best possible outcome for clients.
3. Transaction Management:
  - Prepare and review contracts, agreements, and other documents related to property transactions.
  - Coordinate with other real estate professionals (agents, inspectors, lenders, etc.) to ensure smooth and timely closings.
  - Keep clients informed and updated throughout the transaction process.
4. Compliance:
  - Ensure all real estate activities comply with local, state, and federal laws and regulations.
  - Stay up-to-date with industry trends, market conditions, and legal requirements.

#### Qualifications:

- Education:
  - High school diploma or equivalent required; Bachelor's degree in business administration, real estate, or a related field preferred.
- Experience:
  - Minimum of 3-5 years of experience in office management and real estate.
  - Proven track record as a listing agent with successful sales history.
- Licenses and Certifications:
  - Valid real estate license in the state of [State].
  - Additional certifications in office management or real estate are a plus.
- Skills and Abilities:
  - Excellent organizational and multitasking abilities.
  - Strong interpersonal and communication skills.
  - Proficiency in Microsoft Office Suite, CRM software, and real estate listing platforms.
  - Ability to work independently and as part of a team.

- High level of integrity and professionalism.

#### Benefits:

- Competitive salary and commission structure.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Professional development opportunities.
- Supportive and collaborative work environment.

#### Application Process:

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and why they are a good fit for this position. Please send your application to [Email Address] with the subject line "Office Manager & Listing Agent Application - [Your Name]."

Pegasus Realty is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

This job description outlines the general nature and key features of this position but is not intended to be exhaustive. Other responsibilities may be added or changed as the company evolves and grows.