

## Home Sale Counselor

### **Position Overview:**

The Home Sale Counselor is responsible for delivering a superior customer experience through administering real estate services to our corporate clients and their employees.

### **Essential Job Functions:**

- Serve as the expert in the real services industry by leading our corporate clients and relocating employee through their real estate journey
- Educate and advise relocating employees on the home sale process including marketing, negotiating purchase agreements, and closing elements of a corporate home sale program
- Coordinate real estate services and monitor for effectiveness, cost and quality
- Apply problem solving skills to proactively lead client and relocation employee to ensure a positive customer experience
- Learn and execute each client's culture and philosophy toward mobility in order to develop and maintain customer loyalty
- Collaborate with Plus team members to identify and implement service improvement opportunities and program enhancements
- Support Plus business objectives to ensure growth and profitability

### **Skills/Abilities:**

- Strong organizational skills with the ability to handle multiple tasks simultaneously
- Ability to work effectively and independently in a fast-paced environment
- Ability to be a self-starter and work autonomously, as well as be part of a successful team
- Passionate about providing excellent customer service to both internal and external customers
- Excellent verbal and written communication skills
- Proactively protects internal and external confidential information
- Ability to respond resourcefully and constructively to new demands, priorities, and challenges
- Ability to educate others on tax sheltered home sale programs
- Successful contract negotiation skills
- Effective and proactive problem-solving skills
- Strong attention to detail

### **Requirements:**

- College degree preferred
- Minimum of 5 years of experience in relocation-related field
- Real Estate experience preferred
- Willing to travel as business needs require
- Agree to provide personal cell phone and/or after hours personal contact information to client and relocating employees when business needs demand immediate access to employee

For more information on Plus Relocation and to apply for the position, please visit

<https://www.plusrelocation.com/careers/current-openings/>

