

## **Real Estate Coordinator**

### **Position Overview:**

The Real Estate Coordinator is primarily responsible for the selection and management of qualified agents and brokers creating delightful home buying and selling experience for non-home sale relocating employees.

### **Essential Job Functions:**

- Add value to the non-home sale relocating employee's experience by placing them with high quality brokers/agents and then managing their experience through their real estate transactions
- Track receipt of non-home sale referrals and support the collection of the referral fees as needed
- Support the internal and external promotion of RER+
- Counsel employee on mortgage services options and send leads to preferred Plus lenders
- Counsel potential candidates and/or relocating employees; coordination of area tour in new location
- Communicate timely status updates to service delivery teams
- Assist in providing accurate monthly reports
- Develop loyal partnerships with broker and agent contacts that enhance our delivery and marketing opportunities

### **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
- Effective and proactive problem-solving skills
- Strong attention to detail

### **Requirements:**

- College degree preferred
- Minimum of 2 years of experience in customer service and real estate knowledge preferred

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

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