



DEPARTMENT: Real Estate Sales

POSITION: Sales Office Manager

REPORTS TO: On-site Sales Manager, Corporate VP of Sales Operations

JOB OVERVIEW: Responsible for the management of the sales office and overseeing sales contracts and closings.

STANDARD SPECIFICATIONS: Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

ESSENTIAL QUALIFICATIONS:

1. 3-5 years experience in a professional office environment.
2. Ability to provide proficient communication to office employees and clients.
3. Knowledge of computers in a windows environment: Word, Excel, Internet, Database Management.
4. Proficient in managing multiple office tasks in a timely and organized manner.
5. Knowledgeable in real estate sales and real estate closing administration (preferable).

ESSENTIAL SKILLS:

1. Ability to communicate effectively and professionally to sales agents and clients.
2. Ability to effectively manage office administrative tasks.
3. Ability to abide by and uphold office standards, policies and procedures.
4. Ability to focus attention on details and maintain a high level of organization.

ESSENTIAL JOB FUNCTIONS:

1. Provide general office administrative tasks for real estate office.
2. Provide personal assistance to sales agents in the real estate process, including client relationship management.
3. Fulfill sales and marketing reporting functions when requested.
4. Provide closing administrator tasks including the oversight and management of all real estate closings. Coordinate real estate closings \ between escrow services, client, sales office and corporate Closing Administrator.
5. Responsible for the maintenance and reporting of the real estate sales escrow account. Includes providing communication between corporate offices, escrow company and real estate sales clients when prompted.
6. Oversee and manage all real estate purchase contracts. Responsible for ensuring all transactions contain the necessary paperwork required by the real estate office and state's Real Estate Commission.

NOTE:

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.