



Job Title: Real Estate Agent Administrator

Location: 824 Gordon Street, Guelph, Ontario

Job Type: Full Time - Flexible times - Home Office & in Office work

Company Overview:

Join a dynamic and growing real estate team dedicated to providing exceptional service to clients while driving business success through marketing and strong relationships. We're looking for a highly motivated, organized, and creative individual to assist with the day-to-day operations of our real estate business as an Administrator.

Position Overview:

As a Real Estate Agent Administrator, you will play a key role in supporting the business through a variety of tasks including marketing efforts, client relations, communication, and organizational management. This position requires a proactive individual with strong communication skills and a passion for real estate and marketing.

Key Responsibilities:

- **Marketing Efforts:** Develop and implement marketing campaigns to promote properties, increase brand awareness, and attract potential clients.
- **Client Relations:** Maintain positive relationships with clients, addressing inquiries, providing updates, and ensuring overall satisfaction throughout their real estate journey.
- **Communication with CBN (Client Business Network):** Maintain regular communication with CBN partners, realtors, and industry contacts to foster collaboration and business opportunities.
- **Follow-Up and Follow-Throughs:** Ensure that follow-up actions are taken with clients and realtors to maintain a seamless, professional process and keep deals on track.
- **Social Media Management:** Oversee and execute social media strategies to enhance the company's online presence, engage with audiences, and promote properties and services.
- **Database Management:** Organize, maintain, and update client and lead databases to ensure accurate and efficient tracking of potential and existing clients.
- **Creative Input:** Contribute fresh, innovative ideas for business growth, marketing strategies, and community outreach.
- **Styling Services:** Help clients set home up for listing by giving tips and maximizing the space they already have. Opportunity to grow this into staging

**Required Skills and Qualifications:**

- Previous experience in real estate administration or a similar role is preferred, but not required.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in social media platforms (Facebook, Instagram, etc.).
- Knowledge of CRM and database management tools is a plus.
- A creative mindset with the ability to suggest and implement marketing ideas.
- Ability to handle multiple tasks and prioritize effectively in a fast-paced environment.
- A team player with a positive attitude and strong interpersonal skills.
- Have access to and ability to drive.

Benefits:

- Competitive salary and performance bonuses.
- Referral bonuses
- Opportunity to grow within a growing real estate business.
- Collaborative and supportive team environment.
- Professional development and training opportunities.

How to Apply:

If you are an energetic, organized, and proactive individual ready to make a difference in the real estate industry, we want to hear from you! Please submit your resume and a cover letter outlining your experience and why you are the perfect fit for this role.

Email to Christina@cbn.on.ca

This position is perfect for someone with a passion for real estate and a flair for marketing and administration. We look forward to finding a talented individual to join our team and help drive our success!

Apply Today!