



## **Administrative/Marketing Assistant**

This position will work remotely and directly with Director of Operations (DO) and Marketing Director (MD) with Jason Glast Group (JGG)

### **Listing Assistance**

#### **Preparing for Listing Presentations**

Responsible for ensuring that all JGG agents have relevant presentations prior to Listing Appointments.

Ensure they are the most recent version, by working with MD.

#### **Preparing for Sale**

Work with agents to ensure that any contractors, landscapers or cleaners are there prior to photos.

Reach out to the HOA, if applicable, and ask about signs, rules for Open Houses, guard gate etc.

Ask for survey, to the fill out the SDN, and other relevant documents. IE Pool plans, architectural plans, receipts/warranties for past work

#### **Digital Photos:**

- Schedule photo shoots with agents/clients
- Home staging/photo prep
- Ensure everyone has access to the home on the day of (if there is a guard gate)
- Be on site with agents for photos
- Arrange photos on JGG branded photography website for review/approval by DO for review by agents and inclusion on MLS.
- Download ALL photos to Dropbox.
- Download approved and arranged photos to PBC Link.
- Download approved and arranged photos to our website.

#### **Assistance in placing listing on MLS:**

- Draft MLS Listing
- Upload all MLS documents (SDN, Survey, floorplan etc)
- Create Offer Instructions
- Ensure the Supra and/or lockbox gets placed onsite.

- Ensure the Supra information gets sent to PBC.
- Order sign for new listing via PBC Link

When the home is online:

- Help prepare everyone for Open Houses (sign in sheets, signs, brochures, cards etc.)
- Work with the seller on showing schedule.

When any homes go under contract (for buyers or sellers):

- Place the relevant dates in the DO, and agents calendar.
  - o Option Period Ends, Third Party Financing, Closing Date

### **Changes in Status for Listings:**

- Inform MD of price change/sale or cancellation.
- Schedule sign and Supra pickup with PBC

### **Transaction Coordination Support:**

- Utilize internal platforms for listing coordination.
- Excel proficiency needed to coordinate upcoming, active & under-contract listings

### **Special Event Coordination:**

- Assist the Marketing Director with special events as needed.

### **General Marketing:**

- Input information to our team calendar. (ie team meetings, team events etc)
- Assist with bi-weekly team meeting prep. Printing materials or agenda prep. (intern)
- Run errands if needed. IE pick up mail, keys etc.
- Work on team's Sphere of Influence (SOI), which are excel contact lists.
- Help DO organize an email library.
  - o IE for new listings
  - o IE for contractor work to be done.
- Expand our list of contractors.

### **Experience Required:**

Knowledgeable with the Microsoft Office Suite. Previous administrative support preferred. Calendar maintenance experience preferred. Ability to work independently.

### **Hours:**

20-25 per week. Mostly remote.