HIRING AN ASSISTANT!





Ads to attract the right people!

Example #1

JOIN OUR TEAM!

Are you a Rockstar? Are you fun to work with? Motivated? Focused? We are looking for qualified applicants. Our rapidly growing Real Estate Team is searching for a General Office/Data Entry Position. Ideal applicants must have a real estate, title, escrow, or a mortgage lending or lending processing background. Applicants must have the ability to multi-task and cross-train. Position is full time 7:30am to 4:00pm. Salary is \$10.00 to \$15.00 per hour depending on experience.

Also see Position Posting for: Buyers Agents Listing Agents

The current employment opportunities are at our Lake Tapps office. Please send your resume to jobs@hellickson.com

Example #2

Rockstars only!!

Established Real Estate Team has immediate need for an Experienced Transaction Coordinator. REO experience preferred. Must have real estate license or able to obtain immediately upon employment. The position has specific requirements so experience is a MUST.

If you do not have experience, PLEASE do NOT apply. If you enjoy being in a culture and around people who enjoy working together and performing at rockstar levels, this team is for you!

Our office is located in Lake Tapps and the position is Full Time 8:30 am to 5:00 pm. The position pays \$10.00 - \$15.00 per hour depending on experience.

Please send resume to <u>youremailaddress@emailaddress.com</u>

Example #3

JOIN OUR TEAM!

We are looking for qualified applicants. Our rapidly growing Real Estate Team is searching for a General Office/Data Entry Position. Ideal applicants must have a real estate, title, escrow, or a mortgage lending or lending processing background. Applicants must have the ability to multi-task and cross-train. Position is full time 8:30am to 5:00pm. Salary is \$10.00 to \$13.00 per hour depending on experience.

Also see Position Posting for: Buyers Agents Listing Agents

The current employment opportunities are at our Lake Tapps office. Please send your resume to @emailaddress.com

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Interview Questions for the second and final interviews!

By this time, you will have 2-3 candidates who will be moving on to the 2nd/final interview!

- 1. Tell me about you!
- 2. Do you feel we are a good fit? Why?
- 3. Tell me what I can't read on your resume that would make me want to hire/move you to the next interview.
- 4. In depth look at resume
- 5. Ask why they left each company
- 6. How much they made at each company
- 7. What did you like about _____ job?
- 8. How would your supervisor at describe you?
- 9. Ask about skills that pertain to the position
- 10. What is the rate you would like to earn?
- 11. What do you think it will take to get you to _____ amount?
- 12. What questions do you have for me?
- 13. If you have a Club Wealth Coach, they will interview the candidate as well.
- 14. Each person on your team should interview the candidate.
- 15. Choose the PERFECT candidate!!

How do I PAY my assistant?

This is a common question, and 1099 is NOT the right answer. Many people do this and unfortunately it is not a good way to pay administrative staff, buyers agents and sales associates in some situations will get paid this way, but NOT admin staff.

Hourly is the best way to pay admin staff (commission for buyers agents and ISA's is okay).

Paychex (CW preferred choice) – awesome place to do payroll through, they do everything!

Also ADP (adp.com) is another alternative for payroll!

Job Descriptions for Assistants

Executive Assistant:

Job Description: The Executive Assistants #1 priority is to ensure that the agent's time, effort, energies and talents are used as effectively as humanly possible. NO JOB is too big or too small for an Executive Assistant. The Executive Assistant will be calling CEO's of major corporations one minute, plunging the office toilet the next. You will have to "babysit" the CEO/Agents/Broker, be the most organized person in the office, be a drill sergeant, nursemaid, counselor, servant, and friend, and at the same time be the tightest lips in the organization. You will know more about what is going on in the organization at all times, and keeping the utmost in confidentiality. Your loyalty MUST always remain with the CEO.

Duties:

- Build, implement, and manage all systems for sellers, buyers, lead generation, client management system, information management, and back-office support
- Responsible for all financial systems, including maintaining the books, paying the bills, handling payroll, assuring the collection of commissions, maintaining the budget, and generating financial reports
- Oversee all contracts through closing in coordination with the other leaders

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- Create and maintain an operations manual that documents all systems and standards
- Coordinate the purchase, installation, and maintenance of all office equipment
- Be the first point of contact in handling customer inquiries or complaints.
- Answer all office calls including "The Lead Line"
- Screen and use a Script to interview potential buyers and react accordingly
- Manage TopProducer, eEdge, Wise Agent and other CRM/Information systems including maintaining lead coordination if there is no lead generator.
- Submit weekly numbers to leaders
- Keep the lead agents informed regarding any problems or issues that need to be handled
- Responsible for hiring, training, consulting, and holding accountable all additional administrative team members

Listing Coordinator:

Job Description: To ensure all homes are properly listed in the local MLS, provide price reductions and provide Agents with any additional information they may need to sell the home(s) to a potential buyer. **Duties:**

- List all homes that have received a Listing Agreement in the local MLS,
- Upload photos, all documentation and bank addendums needed.
- Enter new listing information in REO Maestro, Top Producer, Wise Agent, EBroker House etc,
- Update Craigslist, #1 Expert and IVR system.
- Complete price reductions.
- Order signs installation, keybox installation and create flyers.
- Enter all information into REO Maestro, Tayza, Top Producer, Wise Agent, EBroker House etc.

Transaction Coordinator:

Job Description: Manage and coordinate the activities of real estate owned (REO) properties, from the time the property is received by the foreclosure unit to the time the asset is ready to be listed in the marketplace. **Duties:**

- Responsible for planning and scheduling courier routes to achieve efficient coverage for assigned areas.
- Maintains client relations by addressing their concerns and resolving any problems.
- Receiving assignments and allocating them among available drivers and vehicles.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Managing a group of couriers and drivers, ensuring good performance, and conducting regular trainings and tests
- Provides information by answering questions and requests.
- Prepare and maintain REO files for each property.
- Ensure the eviction process is being conducted in accordance with all local & federal regulations
- Ensure timelines are met
- Escalate potential special circumstances to upper management.
- Negotiate "Cash for Keys"

Short Sale Negotiator:

Job Description: Licensed real estate agent that contacts and negotiate short sale properties on behalf of the homeowner

Duties:

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- Contact seller and obtain short sale documents per the banks request
- Fax or upload said seller docs to banks portal
- Follow up with bank weekly
- Follow up with Seller weekly
- Provide list of property deficiencies
- Provide photos of the property
- Provide list of Active and Sold Properties
- Submit approval/counter to buyer's and selling agent
- Contact Closing Agent for Estimated HUD

Marketing Coordinator:

Job Description: Markets active listings for maximum buyer and agent exposure. Includes, but not limited to, flyers, internet marketing, print media, social media, open houses and Broker's opens. Follows up with any agents interested in the listing and provide feedback to client/seller.

Duties:

- Listing input
- Flyers
- Signage
- Key box installation
- If property vacant, schedules property checks to ensure in good standing and prevent vandals, squatters
- Price reductions
- Agent and buyer feedback to seller
- Provide monthly market analysis for seller to stay on top of market value pricing
- List in local newspaper, social media sites and print media
- Schedule open houses, broker's opens and office tours
- Work with agents to write offers

Buyer's Agent:

Job Description: This job requires a real estate license, copious amounts of telephone prospecting and reliable transportation. Automobile insurance with min liability limits of at least 100/300. Buyer Agents primary role is buyer lead generation, buyer lead follow-up and buyer lead conversion.

Duties:

- Represent Buyer's in real estate transactions
- Know the local Real Estate Laws
- Show homes to potential buyers
- Ensure flyer boxes are filled with flyers
- Ensure IVR # on flyers and signs is ringing to buyer agents' cell phone

Additional Job Descriptions

Team Leader

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Job Description: This is the person that makes it all happen AKA "The Rain Maker"!! The Rain Maker is responsible for the care and feeding and maintenance of every person on the Team.

Duties:

- Drive the vision and direction of the team.
- Educate, motivate and inspire the team!
- Lead the morning huddle

- Lead Prospecting call nights
- Be an accountability partner to everyone on the team, including key vendors
- Lead by example at all times
- Be prepared to handle any job. Big or Small
- Develop affiliate relationships with vendors (can be done by executive and/or marketing assistant as well).

Designated Broker

Job Description: Licensed Designated Real Estate Broker that assists office agents in following the rules and regulations of MLS and State

Duties:

- Review all the contracts
- Handling all MLS complaints
- Handle any and all Legal Disputes
- Make sure agents don't' break rules/laws
- Advises agents

Office Manager

Job Description: Oversee all Departments

Duties:

- Hire and terminate all employees
- Employee reviews, including salary reviews
- New hire and termination paperwork
- Manage and support all department managers
- Approve all employee time off
- Attend Department meetings
- Manage monthly KPI (Key Performance Indicator) report for all departments

High School Assistant

Job Description: Assist Office Manager where needed / floater doing administrative duties **Duties:**

- Scan and email documents to Virtual Assistants
- Fax
- File
- Mailings
- Marketing Folders
- Flyers
- Inventory of Offices Supplies
- Backed up Receptionist
- Archived files

Special Needs Assistant

Job Description: Help out where needed

Duties:

- Shred paper
- File
- Fax
- Disperse Faxes to each person

Assist with mail outs (Licking stamps, stuffing envelopes etc)

Short Sale Negotiator:

Job Description: Licensed real estate agent that contacts and negotiate short sale properties on behalf of the homeowner.

Duties:

- Contact seller and obtain short sale documents per the banks request
- Fax or upload said seller docs to banks portal
- Follow up with bank weekly
- Follow up with Seller weekly
- Provide list of property deficiencies
- Provide photos of the property
- Provide list of Active and Sold Properties
- Submit approval/counter to buyer's and selling agent
- Contact Closing Agent for Estimated HUD

Documentation Coordinator

Job Description: Gather all Seller documentation that is required by the banks to submit for a short sale **Duties:**

- Scan and make two copies all Seller Documentation
- Mail originals back to seller
- Put first and second loan number on all documents
- Fax said documents to first and second lien holders
- Follow up with lien holders to verify docs were received
- Weekly phone call to verify nothing else needed
- Direct runners

Runner

Job Description: Preview homes and determine condition and repairs needed and take full set of interior/exterior photos. Runners are required to have reliable transportation and may becalled upon for everything from rush deliveries of important documents, to grabbing lunch for the team at our favorite sushi place!

Duties:

- Take full set of photos interior and exterior
- Verify Sign is installed
- Verify sign and IVR# match
- Emergency issues that need addressed
- Cash for Keys Walk-thru
- Property Check
- Install Key box
- Install Contractor Box
- Drop off/pick up contracts/documentation from clients

Telemarketer(s)

Job Description: Call and set buyer and listing agent appointments **Duties:**

 Call potential buyers and sellers from various sources including but not limited to, MLS expires, craigslist, Web site inquiries –

Keep track of appointments on Daily Tracker Sheet.

Listing Agent

Job Description: Licensed Real Estate Agent that works with Seller to sell their home(s) **Duties:**

- Call at least 50 potential clients daily
- Attend listing appointments
- Memorize scripts and dialogues
- Represent Seller's in the sale of their home
- Know Real Estate Law's
- Review Offers/Contracts

Pre-Listing Coordinator

Job Description: Manage and coordinate the activities of real estate properties, from the time the property is received to the time the home is ready to be listed on the marketplace.

Duties:

- Responsible for planning and scheduling courier routes to achieve efficient coverage for assigned areas.
- Maintains client relations by addressing their concerns and resolving any problems.
- Receiving assignments and allocating them among available drivers and vehicles.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Managing a group of couriers and drivers, ensuring good performance, and conducting regular trainings and tests
- Provides information by answering questions and requests.
- Prepare and maintain REO files for each property.
- Ensure the eviction process is being conducted in accordance with all local & federal regulations
- Ensure timelines are met
- Escalate potential special circumstances to upper management.
- Negotiate "Cash For Keys"
- Order Sign Installation
- Create Property Flyer with IVR#

Receptionist/Director of First impressions

Job Description: Be the "First Impression" for the Company, answer phone and direct customers to proper department in the most pleasant way imaginable.

Duties:

- Answer all incoming phone calls and direct to proper person
- Sort all incoming faxes and disperse to each department
- Help with special projects
- Maintain list of needed office supplies, and order same.

Client Care Coordinator

Job Description: Follow up with all Agents and Buyer/Sellers that called in to the office that day. **Duties:**

- Call all Agents and Buyer/Seller and make sure their needs are being met.
- Questions concerns?
- Address issues before they become a crisis

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Event Coordinator

Job Description: Plan Employee and Client Event's

Duties:

- Coordinator All Events
- Plan One Event per Quarter
- Prepare Flyers
- Prepare Mail outs
- Organize Employee luncheon once a month (for local staff)

Client Concierge

Job Description: Tend to any and all imaginable requests from clients and proactively seek opportunity to go to the extra mile for them. (This position is fairly unique to Luxury Agents, but is also common in high producing teams!)

Duties:

- Provide clients with top of the line concierge services
- Referral for Contractors
- Order tickets to events
- Make dinner Reservations
- Animal Care Options
- Various research

Showing Agent

Job Description: Licensed Real Estate agent with reliable automobile / usually paid on a per showing basis from buyer's agent.

Duties:

Show homes to potential buyers and refer potential buyer to buyer's agent if interested in making an offer on the home.

Lead Coordinator

Job Description: Provide all incoming leads for buyer and listing agents and disperse via round robin system.

Duties:

- Sign up for leads on all possible websites
- Input all leads in Data base program and disperse
- Follow up with all leads that haven't been called
- Follow up with agents

Utility Coordinator

Job Description: To ensure all assets have working utilities, provide HOA information, resale certificates, Septic information & requirements and ensure properties are properly cleaned, winterized and/or dewinterized

Duties:

- Initiate all utilities for assets
- Research any lien payoffs or past due amounts and ensure they are paid, with Asset Manager approval.
- Coordinate with Accounting on any billing issues.
- Close utility accounts for closed assets and request final billing.
- Research HOA information

- Order Resale Certificates and provide answers to any HOA inquiries.
- Complete tax research on all assets.
- Order Septic Pumping and county inspection (if required).
- Order well test, side sewer test and Operation & Maintenance Evaluations, if applicable.
- Order other initial services, such as trash out, re-occurring yard service, sales cleans and winterizations/de-winterizations.
- Once tasks are completed, provide photos and invoices to accounting.
- Document notes in REO Maestro, Tayza, Top Producer, Wise Agent, EBroker House etc.

Bookkeeper

Job Description: Office Bookkeeper – maintain current books in QuickBooks. **Duties:**

- Sort and open and properly distribute all mail
- Post all incoming bills and invoices
- Pay bills on a weekly basis
- Submit all reimbursements to the proper bank portal
- Ensure 100% of all reimbursements are collected
- Handle all AP/AR
- Balance books on a weekly basis
- Provide CEO/Team Leader with a P&L weekly

Reimbursement Specialist(s)

Job Description: Maintain and keep a detailed list of all outgoing and incoming expenses on REO Properties

Duties:

- Printing of checks, match to invoices and submit for approval and signature.
- Copying of all checks and invoices in preparation for submission to banks
- Mail out checks
- File to accounts payable and Scan and save invoice and check to the property files in Client Database
- Submit to appropriate bank
- Post submission in QuickBooks
- Daily checks for rejections and reconcile
- Re-file property files

Pre-Listing Coordinator

Job Description: Manage and coordinate the activities of real estate properties, from the time the property is received to the time the home is ready to be listed on the marketplace.

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- Prepare and maintain REO files for each property.
- Ensure the eviction process is being conducted in accordance with all local & federal regulations
- Ensure timelines are met
- Escalate potential special circumstances to upper management.
- Negotiate "Cash for Keys"
- Order Sign Installation
- Create Property Flyer with IVR#

Evaluations Coordinator

Job Description: Provide BPO's and MSR's to banks so they may price an asset according to its present market value and allow price reductions accordingly.

Duties:

- Gather all subject property information and surrounding comparable like-kind property information from the MLS, tax records and public records and enter into the bank's BPO/MSR forms.
- Make proper adjustments to property value to determine the current market value of the asset.
- Document notes in REO Maestro, Top Producer, Wise Agent, EBroker House etc.

Data Entry Specialist

Job Description: Be able to type 40-60 words a minute and Input all data for BPO's/MSR's and Listings in MLS.

Duties:

- Receive data/information from Evaluations Coordinator
- Input Listings in MLS
- Input BPO/MSR in correct bank portal
- Double check all entered data

Contractor Coordinator/Property Preservation Specialist:

Job Description: To provide successful bids/repairs/rehabilitation of a property on behalf of the bank and coordinate work completion according to bank's standards.

Duties:

- Fully evaluate damage to property and coordinate receiving bids from contractors, according to the bank's requirements.
- Obtain approval from Asset Manager approval on all work orders and coordinate with contractor to ensure all work has been completed to the bank's standards.
- Must also coordinate all emergency repairs, as needed, according to bank guidelines.
- Thorough documentation trail must be provided on each repair/rehab in REO Maestro, Tazza, Top Producer, Wise Agent, EBroker House etc.

Closing Coordinator

Job Description: To negotiate all offers on and follow thru closing. **Duties:**

- Receive all offers and check them for completeness and accuracy.
- Maintain constant communication with Buyer Agent and Seller/ Asset Manager.
- Present offer to Seller/Asset Manager in bank's website or on bank's form and negotiate with Buyer Agent and Asset Manager to obtain a verbal agreement.
- Coordinate with closing agency and follow property thru closing.

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Closing Assistant

Job Description: Assist the closing coordinator

Duties:

- Call all parties to alert that home has closed
- Mark SOLD in MLS
- Update White Board
- Order Sign removal
- Order Key Box removal
- Update Closing Coordinator that file is CLOSED
- Update client database with Clients new address
- Send out client Thank you gift

CFO:

Job Description: The CFO will be required to know the state of the business finances at all times, and be able to answer random questions about specific parts of the company balance sheet, income statement, Profit and Loss and all other areas of the books. CFO will maintain accurate accounting off ALL company finances at ALL times. CFO will also be responsible for AR and AP, as well as keeping accurate statistical data on all Key Performance Indicators in ALL areas of the business. This is a position of great responsibility, and as with all positions, loyalty and confidentiality are paramount.

Duties:

- Maintain Accurate P&L, Balance Sheet, etc...
- Ensure Quick Books is ALWAYS reconciled with bank accounts, bills etc.
- Submit all reimbursement requests to asset management companies, and ensure ALL funds are collected.
- Keep accurate statistical data for all KPI's (Key Performance Indicators) for ALL aspects of company including, but not limited to, sales, accounting, management etc.
- Provide full report and analysis of P&L and KPI's to leadership team monthly and as requested.
- Report directly to the CEO.
- Keep all information strictly confidential at all times.
- Manage Bookkeeping staff and be responsible for their results.
- Work together with Tax Accountant/Attorneys to prepare all tax related documents/filings.
- Provide accounting services for CEO's personal finances as well.

Bloggers

Job Description: publish blogger is an experienced specialist who can give pieces of advice or has an opinion which is adopted by the novices in the domain, so any blogger has the moral duty of correct and relevant information of the readers.

Duties:

- Update Company Blog daily
- Blog on outside sites daily
- Back linking

SEO Specialist(s)

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Job Description: Search engine optimization (SEO) In-depth knowledge of keyword research. This includes knowing how to identify the least inexpensive, yet most profitable keywords for client sites – As well as

running pay per click (PPC) campaigns, and improving organic search results. Know the SEO Language, example: PPC Marketing, CTR, CPC, SEM, ROI, Keyword density.

Duties:

- Creating and overseeing the creation of original SEO Content for company site
- Taking ALL necessary steps to ensure company sites rank in top 5 for all pertinent searches

Website Developer(s)

Job Description: Create and Maintain Company Website **Duties:**

- Develop Company Websites
- Maintain and enhance existing Web applications

Leasing Specialist

Job Description: Licensed Real Estate Agent that assists homeowners/relocations/investors in renting out their properties.

Duties:

- Know the local Market and what homes are renting for
- Actively list home on the web, MLS and other advertising sites
- Install Signs
- Negotiate lease terms
- Establish the rental schedule that will bring the highest yield consistent with good economics.
- Merchandise the space and collect the rent.
- Create and supervise maintenance schedules and repairs.
- If applicable, insure independent contractor license status and insurance coverage.
- Set up payroll system for all employees.
- Develop a tenant/resident relations policy.
- Supervise employees and develop employee policies, including an Injury Prevention Plan.
- Maintain proper records and make regular reports to the owner.
- Qualify and investigate a prospective tenant's credit.
- Prepare and execute leases.
- Obtain Repair bids and secure estimates.
- Hire, instruct, and maintain satisfactory personnel to staff the building(s).
- Audit records and pay bills.
- Advertise and publicize vacancies through selected media and broker lists.
- Recommend alterations and modernization as the market dictates.
- Inspect vacant space frequently.
- Be knowledgeable about and comply with applicable Federal, State and local laws

Connect with us on our Social Media platforms!

Website: http://clubwealth.com/

Facebook: https://www.facebook.com/ClubWealth/

Facebook Mastermind Group

https://www.facebook.com/groups/ClubWealth

Twitter: https://twitter.com/clubwealth

Instagram: https://www.instagram.com/clubwealth/

YouTube: https://https://youtu.be/OVI7Xgr0RfE











DON'T FORGET, you can sign up to get your FREE Strategy Session!

During your 55-minute NO PITCH Strategy Session with a Club Wealth® Coach, we will explore where you are today, where you want to be in 12 months, and we will develop and share with you the EXACT blueprint you'll need to get there.

SCHEDULE A TIME NOW!!