



Listing Concierge Job Description

This is a full-time position in our Bellingham, WA office

Job Overview:

The listing concierge person is an expert user of in-house technology to guide brokers through the listing process, coach them on the use of technology, and uphold a standard of excellence in the quality of team listings and the marketing strategies.

Responsibilities and Duties:

- Be an expert user and coach of in-house technology and tools
- Management of marketing plans & listing syndication
- Management of a virtual team members and in-house internship team
- Supervise and review quality of marketing
- Build and implement systems that save time and create efficiencies
- Coordinate with contractors (i.e. Sign companies and photographers)
- Light photo-editing
- Maintain the marketing related expenses/budget

Qualifications:

- Project management experience
- Consistent accuracy and quality control
- Creative problem-solving
- Communicate clearly and efficiently with others
- Be a team player and goal-oriented
- Desire to learn and grow continually
- Have knowledge of Google Suite of Products (i.e. Google Drive/Google Sheets/Google Docs)

Compensation/Benefits:

- Compensation DOE
- Vanguard 401k program
- Cigna Health Care plan
- Bonus opportunities
- Conference & travel opportunities