

## JOB POSTING:

### OPPORTUNITY IN REAL ESTATE – HOME LISTING MANAGER

- o Do you LOVE city living? Dream about home renovation, organization, and decor?
- o Are you an experienced event or restaurant manager looking for a new challenge?
- o Interested in real estate sales AND want guaranteed income?
- o Are you **highly organized**, with experience in deadline-driven project management?
- o Are you a flexible, energetic, motivated problem solver?
- o Are you looking to be a leader in a small, hands-on business with strong community ties?

The Joel Nelson Group, a leading DC Real Estate Home Sales Team, seeks a **Listing Manager** to deliver OUTSTANDING service to our growing number of home seller clients. Our highly productive group, based on Capitol Hill, is looking for a talented player to play a **central** role.

#### DUTIES INCLUDE:

- ✓ Provide effective written and verbal communication with clients, customers, showing agents, and service providers before, during, and after property sale.
- ✓ Own the home listing process by managing property preparation and presentation of each new property listed, and smooth maintenance through the sale.
- ✓ Create, execute, and supervise online and print marketing for listings.
- ✓ Coordinate property photography, video, and 3D scanning
- ✓ Manage incoming inquiries from Realtors and buyers

#### REQUIRED SKILLS:

- ✓ Strong time, organizational, and project management
- ✓ Excellent customer service and interpersonal skills
- ✓ Ability to learn quickly and independently
- ✓ Proficiency using Outlook calendar, Google tools, and web-based apps
- ✓ Basic home improvement and maintenance knowledge
- ✓ Ability to perform physical tasks and lift up to 50 lbs when necessary

Full time weekday schedule plus occasional evening or weekend events. The Listing Manager will work approximately 50% from the desk/office and 50% between property sites throughout the work week. Competitive compensation includes base salary plus average 50% bonus for team sales , as well as paid time off (PTO).

Please submit your cover letter and resume to [angela@joelnelsongroup.com](mailto:angela@joelnelsongroup.com) by 5pm Thursday, November 19, 2020.

Joel Nelson Group  
KW | Keller Williams Capital Properties