



Job Title: Executive Admin Assistant

Date:

Job Description: Must be detailed, organized, a self-starter, proactive and take pride in providing quality work. Strong communicate skills, both in written and verbal. Must be able to multi-task between multiple roles.

Responsibilities:

A. Contract to Close:

1. Manage, review and gather documents/disclosures in a timely manner to facilitate the transaction
2. Coordinate with Buyer's Agent, Title and Escrow Companies, Buyer or Seller, and Lender all disclosures, etc.
3. Monitor all deadlines; track entire process, communicate any potential issues with client using any web based tools such as DotLoop, Skyslope, etc.
4. Request a Copy of the Earnest Money Deposit and then check for receipt for funds received
5. Order Preliminary Title Report and ensure that details are correct
6. Order home inspection, pest inspection, and other necessary inspections upon ratification of contract
7. Upon receipt of Inspection Reports send to agent and clients for review and signatures
8. Contact Lender for Appraisal completion date - provide relevant comps to Appraiser
9. Request copy of Inspection Contingency Release - manage the addendums/DocuSign
10. Request from Lender or Buyer's Agent a copy of the Loan Commitment/Approval Letter
11. Remind Client to transfer utilities, Bring VALID ID's, checkbook, (keys) to closing
12. Request copy of the Sellers Estimated HUD from Escrow and review for Commission
13. Request final HUD1 - save in Dropbox/email to Client/Send to Broker - Input into Income Tracker
14. Do any necessary post-sale activities such as client survey, etc.

B. Contract to Close:

1. Draft Listing Agreement in Zipforms - email to clients to sign via DocuSign
2. Populate MLS details, Owner info, showing instructions, description, etc.
3. Order photography - Save Property Photos to Dropbox and upload to MLS
4. Update the following information in MLS as needed: List Price, Status, Sold info
5. Upload listing info to websites, social media sites, and enhance listings on Realtor.com, Zillow, Trulia, etc.
6. Build flyers for property for flyer box and/or open house
7. Build postcards for Just Listed and Just Sold mailers - have agent approve then order for mailing
8. Build virtual tour and post to websites, social media sites and YouTube channel.
9. Follow-up email and phone calls to all open house attendees (add to database)
10. 10.Follow-up email and phone calls to all Realtors for feedback/interest levels for weekly seller report

C. Manage Social Media sites like Facebook, Linked In, etc.

D. Client management/Follow-up campaigns

1. *Follow up with past clients* - calls, emails, gifts (birthday and holiday cards and gifts)
2. *Drip campaign for database* - helpful content, neighborhood market update

E. Daily Client help - drafting addendums, buyer agent agreements/offers, Listing Presentations, Emails, etc.