



Job Title: MLS and Listing Coordinator

Date:

Job Description:

Manage the RE listing process to sell homes quickly and responsible for preparing listing information, procuring signatures for listing agreements, and overseeing listings on MLS and social media. Coordinate open houses, showings, and more for properties.

Job Specific Skills, Traits & Responsibilities:

1. Impeccable attention to detail, with strong organizational and time management skills
2. Good communication skills, both spoken and written
3. Proactive and a self-starter, adaptable and open to improving processes and task flows
4. Results-oriented and driven, has the stakeholder mentality, providing unsurpassed client service excellence
5. Tech-savvy and quick to learn and master software and applications
 - May need VPN or remote access knowledge for accurate posting capabilities

Key Activities & Duties:

1. Manage, review and gather documents (all but not limited to):
 - Copy of Listing Agreement
 - Copy of Previous MLS
 - Property Details
 - Property Photos
2. Create a new MLS entry each time there is a new property assignment.
3. Update the following information in MLS:
 - List Price
 - Listing Status
 - Expiration Date
4. Update information on Client's MLS such as price change, status change, sold info, etc.
5. Upload a copy of the MLS to Client's online database portal.
6. Upload listing info to websites, social media sites, and enhance listings on Realtor.com, Zillow, Trulia, etc.
7. Build Flyer for property for Flyer box and open house
8. Build virtual tour and post to websites, social media and YouTube channel.
9. Build 'Single Property Site' for each new listing
10. Gather info for comps for listing agent for the listing presentation.
11. Update/build listing presentation for listing agent.
12. Other duties as needed by client for their particular process.