

Office Manager To Top Realtor

About Us:

The Krishnan Team is a top-producing real estate team at Paragon Real Estate Group and is in the top 1% of all agents in San Francisco. Part of what keeps the team at the top of its game is constantly striving to provide better service and value to its clients.

About the Role:

Ruth Krishnan is looking for a right hand person who can help her effectively manage and execute operational and marketing duties and tasks. You will be working alongside a full-time professional team with two buyers' agents and a buttoned-up office administrator. You will use your organizational expertise to keep everything humming smoothly. Specifically:

- Creating and proofing marketing copy
- Running errands throughout San Francisco
- Coordinating team parties and contests
- Answering calls and responding to emails
- Assisting Ruth in scheduling important meetings
- Meeting contractors
- Prepping properties for sale
- Helping with occasional buyer showings

You are most comfortable operating in a supporting role, rather than taking the lead. You do not wish to be tied to a desk and appreciate the flexibility and freedom of handling tasks outside of the office. You love talking to and meeting people. You have a "can do" positive attitude. You are driven to succeed and are willing to go the extra mile to achieve success.

Requirements: The Ideal Candidate:

- Is a licensed real estate agent who has worked in real estate sales and realized it's not for them, most likely because of income fluctuations. However, sales experience is not mandatory. We will train the right person
- May have already worked in a team and is unhappy because of a lack of team leadership and direction
- Has transactional experience in real estate
- Has outstanding written and spoken communication skills, executed with poise and professionalism
- Enjoys interacting with people
- Has a growth mindset that relishes self-improvement
- Can be coached and does not take suggestion or positive critique personally
- Can effectively organize, prioritize and juggle multiple tasks simultaneously while being exposed to constant interruption
- Has excellent time-management skills and possesses the ability to work effectively with minimal supervision
- Thrives under pressure
- Learns quickly on the job and is comfortable identifying solutions with minimal oversight
- Is comfortable providing timely detailed progress reports on all work assignments
- Has experience working in a small office environment where one has to wear many hats

- and have the ability to get the job done with minimal instruction
- Has strong computer skills (MSOffice and Google Apps, required) and is adept at learning and integrating new software programs and upgrades
 - Has strong editing skills with strong attention to detail in composing, typing and proofing materials, both for grammar and tonality
 - Has a car with valid CA license and insurance
 - Has a sense of humor!

Bonus Points for:

- Leadership experience
- Fun to be around
- Graphic design experience
- HTML and other markup abilities
- Marketing experience in traditional and social media (Adobe Suite, newsletter, WordPress and SEO experience especially desirable)
- Knowledge of web-based tools (e.g., HootSuite, MailChimp) and social media sites (e.g., LinkedIn, Facebook, Yelp, Twitter, Pinterest, Instagram, Google+.)
- Web design experience

Compensation:

- \$80,000-150,000 depending on experience- Health benefits will be provided through a monthly stipend – Eligible for 401K after two years of service.

Interested Candidates:

- Please provide a resume and include a cover letter as to why and how you are qualified for the position
- Email your resume to ruth@ruthkrishnan.com