



Real Estate Assistant, Commercial

Waypoint Real Estate, LLC – Fort Collins, CO

Waypoint Real Estate is looking for a full-time Real Estate Assistant to provide support for a busy commercial real estate team. This is a fun and exciting role with the company, that provides you with opportunity for growth and career advancement. We will pursue a fun, professional, proactive, disciplined, organized, communicative, and adaptable multi-tasker with excellent people skills. Waypoint Real Estate is a growing company offering commercial and residential brokerage services, property management, and investment services. Come be a part of this talented team.

Job Description:

Responsibilities include:

- Real Estate Listing Management –
 - o Draft listing and agency agreements for Brokers, track expiration dates, gather signatures, and create renewals
 - o Create and manage organized e-file system for each listing, saving new files to the folder throughout the listing and transaction process
 - o Schedule and conduct kickoff and closeout meetings for listings and deals, tracking action items for the listing team
 - o Install and remove lockboxes at listed properties
 - o Assist marketing team with sign installation
 - o Coordinate client and broker tours
- Lease and Contract Support -
 - o Schedule vendors and clients for property inspections
 - o Compile and circulate dates and deadlines for new contracts and add to broker calendars
 - o Coordinate client and Title company needs between the parties
 - o Circulate leases for signature, pick up and deliver security and first months rent deposits
 - o Provide closed deal assistance, including e-file document organization and folder closeout process
- Miscellaneous Assistance –
 - o Prepare commission agreements with external brokers
 - o Gather electronic signatures for brokers, and file/distribute accordingly
 - o Filing/Printing/Scanning/Binding for brokers
 - o Help answer main phone line and route calls accordingly
 - o Track continuing education credits
 - o Coordinate meetings and provide scheduling support for brokers
 - o Local errands to pick up and drop off keys, signs, lockboxes, checks, etc.
 - o Special projects as assigned, including event coordination

Required Experience:

- 2+ years of experience in one of the following areas: real estate, property management, office administration, office management, project coordination, event management, or office manager
- High school diploma/GED required

Preferred Qualifications and Experience:

- Colorado Real Estate License
- Bachelors Degree in Business, Finance and/or Real Estate, Accounting, Construction Management, or Hospitality, preferred, or 2+ years' experience in Real Estate or Property Management
- Experience using Microsoft Office suite, particularly Microsoft Outlook, Word and Excel
- Effective written and oral communication skills

About Waypoint Real Estate:

Waypoint Real Estate is a local provider of commercial brokerage, property management, and investment services. Core to their purpose, Waypoint's work extends beyond real estate by donating 1% of gross revenue to community-based causes and each team member maintaining a leadership position on a local volunteer board or non-profit.

- Ability to prioritize tasks and follow procedures
- Work Style: Flexible, team player, positive attitude, strong inter-personal and problem-solving skills
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, volunteering time to a community non-profit

Salary will be \$40,000-\$46,000/year, commensurate with experience. This position will be full-time, with a competitive benefits package.

To apply: send cover letter and resume to: iwantajob@waypointre.com

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