



Real Estate Brokerage Coordinator

Waypoint Real Estate, LLC – Fort Collins, CO

Waypoint Real Estate is looking for a full-time Brokerage Coordinator to provide support for a busy commercial and residential real estate team. We will pursue a professional, proactive, disciplined, organized, communicative 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:

- Greet and assist visitors as they enter the office and make them feel welcome
- Answer the main phone line, assist the caller, and route accordingly
- Help manage front and back office space, ensuring clean kitchen and fresh coffee for staff and guests
- Provide scheduling support, help coordinate meetings, and track deadlines on broker's calendars
- Handle office tasks such as paper filing, electronic filing, printing and binding, and scanning
- Gather, open, and distribute mail
- Electronic signature coordination for various documents
- Order Real Estate signs for install and removal, and track progress and inventory
- Lockbox install, code management, inventory management
- Coordinate tours and open houses
- Fielding maintenance requests via phone or email and entering them into a maintenance request software
- Coordination of scheduling Real Estate inspections and due diligence between Buyer/Seller/Vendor
- Maintain office supply inventory, and keep supply rooms organized and stocked
- Support various marketing functions, including taking photos, creating floorplans, updating website content, etc. in conjunction with Marketing Manager
- Support various transactional functions, including listing management, document preparation, file audits, comp tracking, signature coordination, etc.
- Continuing Education certificate management and tracking for licensed brokers
- Various local errands
- Special Projects as assigned, including event coordination

Required Experience:

- 2+ years of administrative assistant experience
- High school diploma/GED required

Preferred Qualifications and Experience:

- Colorado Real Estate License, or willingness/desire to obtain one
- Experience using Microsoft Office products, particularly Microsoft Outlook
- Effective written and oral communication skills
- Ability to prioritize tasks and follow procedures
- Strong inter-personal skills
- Strong problem-solving skills
- Positive attitude, team player
- Commitment to operational excellence and detail
- Contribution to Waypoint's commitment to community, volunteering time to a community non-profit

Hourly Pay of \$17.00 - \$20.00/hour, 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

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.