

# Real Estate Office Manager

We're in search of a detail-oriented real estate office manager to oversee our daily operations, supervise administrative staff and ensure our business runs efficiently. You'll be responsible for updating MLS listings, assisting with contracts and scheduling team meetings. You'll also be in charge of the office budget and ordering supplies. Our ideal candidate is an experienced manager, a quick problem solver and a positive team player.

If you're interested in a leadership position with lots of variety, apply today. Send your CV to [info@jbspropertiescayman.com](mailto:info@jbspropertiescayman.com)

Location: Grand Cayman.

## **Duties and Responsibilities:**

- Supervise administrative assistants and direct daily operations to make sure procedures are followed.
- Produce and update new MLS listings and assist with marketing to ensure social media, photos, signs and other materials are placed appropriately.
- Organize filing systems and, when needed, help other real estate team members with contracts such as title exams, title sheets, executing commissions and coordinating buyer and seller information.
- Schedule team appointments, events and travel.
- Purchase office supplies as needed and maintain office equipment.
- Complete basic bookkeeping tasks, track office expenses and ensure the monthly budget is adhered to.
- Provide assistance to realtors when needed.

## **Qualifications/Skills:**

- Bachelor's degree preferred.
- Real estate license preferred but not required.
- 2+ years of experience in office management, real estate or a related field strongly preferred.
- Excellent time management, problem solving and communication skills.
- Intermediate computer skills including experience with Microsoft Excel.