

HelloHome

HelloHome Office Manager & Agent Liaison

Are you looking for a challenging and rewarding position with a fast-growing team you can be proud of? If you have unmatched customer service and impressive organizational skills, **we want you!**

We're a growth-minded team disrupting real estate by offering home buyers and sellers a better, more cost-effective option. HelloHome agents provide all of their normal marketing and services for a flat fee of \$3,500, rather than the traditional 3% commission. On average, HelloHome clients save over \$8,000 and enjoy the benefits of having an honest and transparent team on their side.

As our Office Manager & Agent Liaison, you'll have your finger on the heartbeat of the business. While working closely with the Principal Broker, you'll manage and own various projects throughout the agent lifecycle at HelloHome, like agent recruitment and onboarding. You'll be a hands-on resource for our agents and innovation team. If you're the person who always knows what's happening, how and when, you'll love this role.

About You

- A highly motivated self-starter, positive, ambitious, determined, and confident.
- Always one step ahead.
- Growth-minded with an eagerness to improve yourself and your career.
- Willingness to work in and contribute to a supportive, fun work culture and growing team environment.
- Detail-obsessed with excellent communication skills.
- Forward-thinking and ready to change the real estate world.

Your Role

- Act as the right-hand person to the Principal Broker, assisting with scheduling, paperwork and deadlines, keeping the master agent list updated, and drawing up legal referral agreements.
- Maintain financial and organizational systems like DotLoop and running reports, including referrals, commission payouts, budget(s) and other company reports.
- Engage and communicate with both current and potential agents through multiple channels (text, call, email, and Slack).
- Act as primary go-to for agent questions, and subsequently guide them through the recruitment and onboarding process.
- Assist the Principal Broker with monthly new agent onboarding.
- Oversee all office management including maintaining the check-in/out of real estate signs and posts, sending notifications, and purchasing office equipment, marketing materials and swag.
- Represent HelloHome at community and networking events.
- Take on additional tasks as needed with excitement and a smile.

Requirements

- Undergraduate Degree
- Office Experience

To Apply

Please email careers@hellohome.co your resume and respond to the following questions in 150 characters or less:

- Why do you want to work at HelloHome?
- What differentiates you from other applicants?



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hellohome.co