



# CA FLAT FEE

• FLAT FEE, FULL SERVICE, REAL ESTATE •

## Compensation

\$74,000 - \$100,000 yearly

## About CA Flat Fee - Real Estate

CA Flat Fee - Real Estate is a flat fee, full-service Real Estate Brokerage committed to saving money for our clients while delivering a high-value experience. We work as a team, interacting and coordinating with each other on a regular basis to ensure clients receive a seamless transaction. Our team is fun, energetic, and professional!

## Description

We seek an organized, full-time listing & closing manager to join our real estate sales team. Our agents perform lead generation and secure listing appointments where they will obtain seller agreement to list and fill out a form with all the information needed to move forward. Your responsibilities will include overseeing all aspects of seller transactions, preparing listing information, obtaining necessary signatures for listing agreements, managing the MLS listings, and presenting and negotiating offers. In addition, you'll coordinate showings for houses and keep track of the sales activity in the database. Once under contract, you will assist clients with further negotiations and contingencies while working with title and escrow to ensure a smooth closing. This role will also be responsible for all transaction management duties for buyer clients. We use Follow Up Boss as our CRM and a custom-built compliance/document retention system and client portal to streamline offer management. With our development team, we can continue to create enhancements and efficiencies within our custom system to support this role and our team further.

We are a flat fee real estate company but deliver exceptional full service to our clients. This is key in setting us apart and allowing us to close 25 to 35 transactions each month. We have office space but typically work remotely with weekly virtual meetings and monthly in-person meetings. The right candidate will be outgoing, organized, detail-oriented, and experienced. If this job sounds like a great match for you, apply today!

## Responsibilities

Manage all parts of seller transactions, from the point of field agents securing the listing to closing, allowing real estate agents to sell more homes.

Gather all listing information, including property photos, pre-listing materials, comparative market analysis with online property profiles, and MLS research.

Acquire the necessary signatures for each listing agreement, seller's disclosures, and other required documentation and upload them to our online documentation system.

Set up showings and open houses to receive critical feedback that can improve the showing process.

Manage all parts of buyer transactions, from RPA write-up to close of the transaction.

Present progress reports to the real estate team that include all sales activity in the client database and how the data relates to company goals.

Provide additional client follow-up and miscellaneous assistance as needed and time permits.

Other duties are needed to help drive our Vision, fulfill our Mission, and abide by our Organization's Values.

## Qualifications

Valid Real Estate License is required.

Will be required to join AAR and/or CVAR.

Must be computer and technologically proficient to navigate and maintain various software.

Communicating effectively in writing, on the phone, and in person.

High school diploma or equivalent required; College degree preferred.

Thrives on providing excellent customer service.