



Real Estate Office Coordinator

Quaint Oak Real Estate, a subsidiary of Quaint Oak Bank, is hiring an experienced Office Coordinator for their Lehigh Valley Real Estate Office.

Join a growing organization that offers excellent opportunities for career growth, a team atmosphere, and a competitive benefits package.

Position Summary: Our busy real estate office needs a reliable, well-organized Office Coordinator to handle day-to-day operations with a focus on efficiency and time management. The Office Coordinator will work directly with the VP and Broker of Record to streamline administrative procedures and ensure the smooth daily running and management of the office. This role encompasses a variety of office skills, including great customer service, excellent time management, and extreme attention to detail.

Duties and Responsibilities:

- Serve as the point person for Real Estate Agents, including:
 - Tracking and processing real estate commissions
 - Overseeing incoming leads and monitoring individual agents' lead counts;
 - Reviewing all closed files to ensure compliance with State and Federal requirements;
 - Preparing new agent packets, listing packets, and buyer packets;
 - Assisting agents with maintaining their real estate licenses and certifications;
 - Maintaining all Multiple Listing Service (MLS) listings
- Assist with settlements by contacting title companies and utility companies
- Track settlements and oversee all contracts through closing
- Daily updating of answering service list
- Recruit, onboard and train new agents
- Maintain office supplies and office equipment
- Communicate regularly with Broker

Required Qualifications:

- 3+ years of experience with clerical office work
- Thorough knowledge of Real Estate requirements, rules, and regulations
- Excellent leadership and customer service skills
- Excellent communication skills, both verbal and written
- Ability to multitask, and work in an environment where frequent interruptions may occur
- Ability to lead while working collaboratively and independently
- Management ability with agents, clients, and vendors
- Solid computer skills, including Microsoft Word, Microsoft Excel, QuickBooks, and Microsoft Publisher
- Strong time management and organizational skills with the ability to prioritize
- Bilingual preferred

Quaint Oak Bank [and/or its subsidiaries] is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, citizenship status, age, sex, sexual orientation, marital status, national origin, disability or handicap, or veteran status.