

Send resume and cover letter to [HRinfo@LSIcompanies.com](mailto:HRinfo@LSIcompanies.com)

**Position:** Real Estate Administrator  
**Reports to:** President  
**Works With:** All LSI Companies' staff, LSI Sales Associates/Brokers, outside consultants, investors, real estate brokers and land sellers.

### Position Statement

This is a professional position requiring expertise in real estate research, contract coordination and preparation, listing coordination and preparation for various forms of real estate. This is a fast-paced position requiring a unique combination of speed and accuracy. Individual must be a highly detail-oriented individual, persistent, honest, and able to communicate with a variety of personality types.

### Qualifications

- 3+ years experience in real estate
- Highly proficient in researching real estate
- 3+ years of real estate office management experience
- Experience with Salesforce-based CRM beneficial
- Excellent personal management and organizational skills
- Ability to communicate orally and in writing with a wide range of clients, land owners, consultants and investors
- Ability to learn new software and database applications

### Job Duties

- Assists President and sales team in their real estate activities and coordinate with all LSI staff to accomplish the goals of both
- Manage Contract Coordinator priorities
- Manage email communications, scheduling events and activity data input for the sales team
- Assists in creating listings and follow-up requirements of Director of Sales, Senior Broker and sales team
- Manage all LSI take down contracts
- Back up to paralegal for preparation of letters of intent and contracts
- Manages listings in MLS and LoopNet
- Writes all executive summaries and keeps updated for all listings
- Communicate and update appropriate LSI staff on all real estate activities of CEO, President and the sales team
- Schedules meetings of the sales team
- Present weekly sales meeting
- Maintain and update radar screen outlining priorities and accomplishments
- Manage client reporting
- Set and maintain contract timelines
- Preparation of sales radar screens, priority reports, and month-end reports

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**Benefits:**

- Compensation package as defined in Terms of Employment offer letter
- You will be provided with office space and the related tools of business
- You will be eligible for health and related insurance

**Hours and Working Conditions:**

- 8:00 AM to 5:00 PM – Monday through Friday
- 60 minute lunch period each day
- 40 hours per week
- 15 days of paid time off annually
- LSI closes their office during the week between Christmas and New Years Day, in exchange for this time off, each employee is required contribute a portion of their own PTO time toward this time off. The Company contributes the remainder and time is determined at the beginning of each year.
- Professional business casual dress required