

Engel & Völkers Gulf Shores

Real Estate Office Admin / Onboarding Specialist Job Description

This team member works closely with the Managing Broker, following through on various responsibilities, tasks, and projects to ensure the success of the Company.

Shop Administrative Duties/Responsibilities

- Open and close shop (9am-5pm) - Detailed List Provided.
- Continually perform receptionist duties.
- Maintain office cleanliness: take out the garbage, load/unload the dishwasher, clean the bathroom as needed, vacuum and swifter floors as needed, and keep the kitchen/small coffee bar cleaned and organized.
- Assist with special events (only when requested): Set up, Run errands as needed, Break down and clean up after events at the shop, Take photos/videos and request from others present, Upload photos/videos into drive
- Replenish paper products as needed: toilet paper, paper towels, and copy paper.
- Pick up supplies as needed.
- Prepare and update buyer and seller folders.
- Create/schedule posts for agent birthdays and anniversaries on social media and email.
- Perform daily management of the Broker's email and calendar- including: cleaning out, monitoring, and flagging important emails and other executive assistant functions.
- Maintain and update Advisor Email List (team.gulfshores@engelvoelkers.com) - make sure when people are offboarded or onboarded it is updated.
- Pay and close out advisor transactions in collaboration with E&V Accounting Manager.
- All other projects and duties as assigned by the Managing Broker or Leadership Team.

Onboarding and Training Responsibilities

- Ensure each new advisor is successfully logged in to all Engel & Völkers systems, including the CRM, E&V Create, and other required brand platforms.
- Confirm advisors have active Brokermint access for transaction input.
- Train advisors on the proper use of the Brokermint platform and its accompanying transaction checklists.
- Train advisors on other systems as assigned.
- Thoroughly explain the roles and responsibilities of team leadership so advisors know whom to contact for support.
- Prepare the New Advisor E&V folder and Google Drive folder ahead of the advisor's start date.
- Present the New Advisor welcome gift at the advisor's first team meeting.
- Complete all tasks assigned through the Asana onboarding template.
- Offboarding advisors upon their exit.

Administrative Marketing Duties/Responsibilities

- Update weekly team meeting presentation

- Maintain office readiness and supplies for EV events (ie holiday parties, office events, lunches, etc.)
- Pull monthly market reports and top 3 in sales volume report.

Offer Candidate (Sign)

Offer Candidate (Print)

Date