



Immediate Job Opening

We're looking for a **real estate office coordinator** to work our front desk. Our growing brokerage is a small, family-owned firm conducting sales, leasing, and property management. We manage 300+ residential rental properties across Greater Houston, providing ample opportunities for learning, growth, and involvement in all aspects of our fast-paced real estate business. The ideal candidate is a tech-proficient multi-tasker with excellent communication skills and is looking to commit to a long-term relationship with our company.

Job Position

Real Estate Office Coordinator: This is a full-time position (40 hrs/wk). Hourly pay dependent on qualifications and experience. Benefits include paid company holidays and PTO commensurate with length of employment.

Lyn Realty is an Equal Opportunity Employer.

Contact:

Julie Yau Tam, managing broker
6500 Harbor Town Dr., Suite 100
Houston, TX 77036
713-777-2022 (o)

Email cover letter and resume to:
julie@lynrealtytexas.com

Skill Requirements

- Excellent communication and customer service skills in spoken and written English
- Highly self-motivated and organized
- Detail-oriented multi-tasker with ability to prioritize numerous tasks daily and maintain a calendar
- Ability to work independently and as a team
- Presents well as a professional
- Proficient in Microsoft Office Suite and able to learn new programs quickly, including PropertyWare
- Ability to type quickly
- Preferred: Knowledge of MLS and real estate forms, entry-level accounting experience
- A plus: Bilingual in Spanish, Mandarin, Cantonese, or Vietnamese
- A plus: Texas real estate agent license (will give the candidate opportunities to earn commissions for showing properties)

Job Requirements

- Greet and interact with customers, clients, contractors, vendors, title companies, and other service providers
- Communicate via phone, text, email, and mail
- Take repair requests from tenants, dispatch contractors, follow up on repairs through completion
- Assist with a wide variety of day-to-day office tasks and long-term projects related to real estate sales, leasing, property management, and marketing
- Prepare and distribute forms, documents, and reports, including sending for e-signature
- Input and update data in web-based property management software, including scanning and uploading documents, logging incoming and outgoing payments
- Assist with rental application processing and tenant move-out/move-in office procedures

"Two generations of our family, serving generations of yours since 1981."
www.LynRealtyTexas.com