



## AZRNR – EQUITY ARIZONA REAL ESTATE

<b>Job Title:</b>	Office Assistant	<b>Job Category:</b>	Support Staff
<b>Department/Group:</b>	Vacation Rentals	<b>Job Code/ Req#:</b>	OA1
<b>Location:</b>	Remote	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	Commission Based	<b>Position Type:</b>	Contract
<b>HR Contact:</b>	Rance Fladeland	<b>Will Train Applicant(s):</b>	Yes

**Email Application To:** [info@azrnr.com](mailto:info@azrnr.com)

### Job Description

#### ROLE AND RESPONSIBILITIES

The Office Assistant is viewed as a key member of the team and is involved with numerous aspects of ongoing customer service and reservation development. Key aspects of the position include, but are not limited to;

- **Light bookkeeping / Data Entry (% of position ~50)** – The largest portion of the Office Assistant role shall be spent on answering emails/phone calls, maintaining office files and ongoing property management accounts, entering invoices & expense receipts, and updating property information. The Director of Operations will also be responsible for entering other requested business-related items into the companies’ software system and working with management to ensure all aspects of the accounts are accurate and up to date.
- **Reservations/Guest Services (% of position, 25%)** – The Office Assistant will be responsible for providing quality customer service and reservation requests. The role includes frequent email and telephone correspondence with vendors and vacation rental guests.
- **Business Development/Oversight (% of position 25%)** – The Office Assistant is responsible for creatively developing, endorsing and promoting company’s social media profile and posts including news, events, new properties, and new offerings through various social media channels, newsletters and other creative methods to establish a professional presence and promote business development.

#### MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma (or equivalent). Minimum 1 year of experience with strong customer service abilities, Creative And Artistic With Good Writing Skills

#### PREFERRED SKILLS

Real Estate / Property Management, Social Media,

#### ADDITIONAL NOTES

Interest in obtaining real estate license highly desirable

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>	Rance Fladeland	<b>Date:</b>	7/25/2021
<b>Last Updated By:</b>		<b>Date/Time:</b>	