



SERVING REAL ESTATE
PROFESSIONALS IN
NORTH TEXAS

GLAR is Seeking a Full-Time Technology Coordinator

GLAR has a thriving culture with about 1,500 Members. We advocate for homeownership legislation, we teach, we connect real estate professionals together, we provide MLS service, we serve financially-challenged residents, and, we network. Our involvement is through our local/state/national governments, chambers, businesses, charities, and, by supporting our REALTOR®/Affiliate offices. Member care is our first priority. We are now adding a passionately-personable, technology-savvy individual to our team.

To be considered, applicants must have:

Professional business-writing and computer skills

Proficiency in MS Office:

- Outlook – use of folders, toolbars, calendar, set up
- Publisher – create flyers for education and events, with conversion to jpg, png and pdf
- Excel – create and complete worksheets
- Word – documents, flyers, brochures, tables, labels
- PowerPoint – presentations and conversion between shows and pdf files
- Website maintenance and updates via GoDaddy

Will need to learn:

- SupraKey - Set up/trouble shoot electronic keycards with Members; Cell phone/Bluetooth pairing;
- MMSI – data management system for membership and store sales
- Set up/maintain computers and phone system
- Set up media for meetings and classes

Real estate experience is a plus. Enjoying people is a must. (Strong interpersonal skills)

GLAR is a rewarding place to work. Hours are M-Th: 8-5, F: 8-4. For more questions, or to submit a resume, send to the GLAR Association Executive Kim Lambert @ director@glar.com; 972-316-6741.