

# WE'RE HIRING TALENT!

## KELLER WILLIAMS MILWAUKEE SOUTHWEST IS HIRING A TECHNOLOGY & AGENT SERVICES DIRECTOR

### WHAT WILL YOU DO?

- Assist sales team with technology presentations
- Conduct one on one and group training on company technology platform
- Be the go to person for technology resources
- Help implement systems to maximize Leadership Team efficiencies
- Attend Executive Leadership Activities

### WHO ARE WE LOOKING FOR?

- Ability to handle a range of responsibilities on a daily basis
- Servant leadership skills
- Self-starter; comfortable taking charge with little to no supervision.
- Efficient with time management and organizational skills
- Growth minded

**kw** MILWAUKEE  
SOUTHWEST  
KELLERWILLIAMS.

SEE FULL JOB DESCRIPTION FOR MORE DETAILS

PLEASE CONTACT KIM ROGNE FOR ALL INQUIRIES & APPLICATIONS:

414-510-9938 | [KROGNE@KW.COM](mailto:KROGNE@KW.COM)

**Job description**

***Position: Technology and Agent Services Director***

***Location: Keller Williams Milwaukee Southwest (New Berlin, WI)***

**Who are we?**

*Frequently recognized as the most innovative and agent-friendly brokerage in the nation, Keller Williams is a gathering place for*

*the industry's best real estate agents. The Keller Williams Milwaukee Southwest Market Center features a friendly atmosphere*

*and culture that is recognizable the moment you enter. With industry-leading real estate training, generous commission splits,*

*and an experienced leadership and support staff, Keller Williams Milwaukee Southwest is a hot spot for agents looking to rapidly*

*build and grow their real estate careers.*

**Who are we looking for?**

The Director of Technology and Agent Services must be able to handle a wide range of responsibilities. This person will be part of the Executive Leadership Team. The right person for this position will be friendly and outgoing with a strong desire to help and serve others. This person works well on a team and is eager to grow as a leader. This person will support the sales team and focus on efficiencies and systems to help support the growth of the company through technology. They will assist the sales division with agent intake and exit processes and be seen as the technology go-to person for all the agents within the office. This person should be a self-starter that is comfortable taking charge with little to no supervision. The Director of Technology and Agent Services must be able to move with a sense of urgency to ensure they take care of their agent's needs in a timely manner.

**Essential duties and responsibilities**

- Operations management of hiring newly licensed and experienced Real Estate agents
- Technology training in a one on one and group setting
- Create and implement checklists & systems for operational efficiency
- Consistently study KW Technology to stay up to date on new features and functionality
- Be the go-to person for training and assistance with KW Technology
- Host trainings/classes for KW Technology in a group setting and one-on-one
- Assist with all office events, not limited to RED Day, training events, food drives, BOLD lunch coordination, weekly setup when in Market Center, and many other activities throughout the year.

### **Knowledge/Skills**

- Extraordinary people skills
- Leadership, management, team-building skills
- Willing and able to embrace new technology, master it, and teach it to others
- Knowledge of social media, google suite (docs, sheets, forms etc.), Canva and Microsoft
- Goal setting, planning, accountability skills
- Problem-solving skills
- Learning based attitude
- Proactive, positive attitude
- Passionate about helping others and being a Servant Leader

### **Compensation/Benefits:**

- \*Salary based on experience
- \*Opportunity for monthly profitability bonus
- \*Opportunity for profit sharing
- \*Health Insurance
- \*401 K