

Job details

Salary

\$15 an hour

Job Type

Full-time

Number of hires for this role: 1

Qualifications

Customer Service: 1 year (Preferred)

Benefits

Profit sharing

Paid time off

Full Job Description

Oconomowoc Realty LLC is seeking an Office Manager to assist in managing day-to-day administrative, customer service, and marketing duties. Must be organized, able to prioritize, multi-task and show attention to detail.

This is a full-time opportunity. We are a family owned business, located in the heart of downtown Oconomowoc. If you are comfortable working in a small, fast paced office environment, this job may be a great fit for you. Essential duties and responsibilities include but are not limited to, the following:

Customer Service/Administrative Duties:

- Interaction with tenants, customers, contractors and other visitors by phone and in person.
- Assist with the intake of rental payments, coordination of various repairs, and follow up with tenants and contractors as needed.
- Update customer and real estate transaction databases.
- File and manage collection cases/liens.
- Monitor, update and troubleshoot problems with office equipment and software.
- Order title work and home warranties.
- Stocking property datasheets.
- Assist with reserving/leasing storage units.

Marketing:

- Manage and update Oconomowoc Realty and storage website including:
 1. Adding non-MLS listings.
 2. Creating landing pages and blogs.
 3. Website optimization.
- Advertising rental properties and listings on various websites.
- Manage social media channels (Facebook, Instagram, Youtube, Pinterest)
- Digital content creation including writing blogs, market reports, creating graphics, social media content.
- Create email marketing campaigns and monthly e-newsletter.
- Monitor, request and respond to online reviews.
- Market/competitor research.
- Google/Facebook ads as needed.
- Managing Google My Business pages.
- Direct mail advertising.
- Print advertising.

To perform the job successfully, an individual must demonstrate the following abilities:

- Excellent time management skills and ability to multi-task and prioritize work.
- Strong written and verbal communication skills.
- Organized and detail oriented.
- Cash handling.
- Problem solving capabilities.
- Strong work ethic.
- Working knowledge of Wordpress.

We offer: Holiday pay, paid personal days, and profit sharing program (probation period may apply).

To apply, please submit a cover letter and resume to mlherro@oconomowocrealty.com

Job Type: Full-time

Pay: \$15.00 per hour

Experience:

- Customer Service: 1 year (Preferred)