

LAND PROFIT

GENERATOR

RE Asset Management and Transaction Coordinator

We are currently searching for a self-driven and highly organized person to serve as an RE Transaction and Asset Management Coordinator for our company's real estate holdings and to also provide administrative and office support to our co-owners in their virtual real estate company. This position will require that the candidate reside in Phoenix, AZ or be willing to relocate.

We are a fast moving, hard-working yet fun loving, family oriented, virtual team of people from all around the world (literally) in the Real Estate Investment and Online Education Industry. We specialize in flipping land, buying cash flow real estate (houses and multi-family properties), and making a difference in the world by teaching others how we do what we do so they too can become financially independent.

You will be assisting the company co-founder Jack and Michelle coordinating all purchase, sale, refinancing transactions as well as with asset management activities for their growing real estate portfolio.

Extreme attention to detail and organization is required and you will be relied on to

- Act as transaction coordinator for new real estate purchases, sales and refinances
- Analyze new investment opportunities so strong MS Excel skills are a MUST
- Investor Relations
- Prioritizing To-do's for real estate related projects
- Assisting with phone calls and emails for new and existing projects
- Organize and run complex syndication projects
- Communicate well and in a highly professional manner both in writing and in person with both our customers and investors
- Summarizing Meeting Points
- Running business errands as needed
- Data Entry
- Data Reporting
- *Occasional after business hour work may be required (as well as monthly virtual events that take place over the weekend)
- Occasional travel to properties may be required.

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Responsibilities:

- Ability to juggle multiple projects with superb accuracy, so you must enjoy doing different things every day.
- Ability to think on your feet. We have a very low hierarchy and give you the ability to make many decisions yourself, so the ability to think independently is important (no robot people please :))
- Manage the manager, meaning proactively keep Jack and Michelle organized in a way that when they need something they can find at a moment's notice.
- Strong administrative skill with clerical support including mailing, scanning, faxing, copying, and physical and electronic files for all things pertaining to their real estate portfolio.
- Prepare real estate documentation using templates for purchase or sale of land, single-family and multifamily properties
- Manage and coordinate complex syndication projects
- Assist owners with Asset Management across single-family and multifamily portfolios
- Investor relations and ensuring monthly reports are delivered to investors as well as quarterly distributions are made by property management companies on a timely basis
- Update Investor contact information and assist investors with any questions pertaining to their investment including but not limited to K-1 and tax related matters.
- Manage all insurance and property tax related requirements, documentation and look for cost savings across all entities
- Exceptional customer service skills, over the phone / video and in person, with our customers and internal team members.

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- Strong sense of urgency and problem-solving skills.
- Maintain electronic and hard copy filing system.
- Perform data entry in customer relationship management (CRM) system and scan documents.
- Assist in resolving any administrative problems at all levels pertaining to real estate holdings
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails.

Qualification:

- Real Estate Transaction or Property management experience required.
- Paralegal experience (or equivalent work experience) is a plus
- Bachelor degree desirable (or equivalent work experience)
- 3+ years of hands on administrative support experience
- Proficient in learning new software quickly.
- Proficiency in MS Word, MS Excel, and MS Outlook a must (really it's important)
- Knowledge of principles and practices of basic office management
- Excellent communication skills - written and verbal
- Ability to prioritize projects and strong problem-solving skills
- Good research skills and attention to detail
- Must be willing to travel a few times per year
- Must be willing and able to organize physical files and inventory as well as occasionally transport them.

Key Competencies:

- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem-solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility

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- Adaptability
- Customer service orientation
- Teamwork
- Thoroughness
- Technical capacity
- Knowledge of DocuSign and Google Docs