Coldwell Banker Real Estate Services

Title: Sales Support Administrator

Location: Montclair, NJ

Job Type: Full-Time (Experienced)

Compensation Type: Hourly

Start Date: ASAP

Job Description: The Sales Support Administrator will be the face of the office and provide excellent customer services to clients and vendors and to the independently affiliated sales agents*, as requested. The majority of the duties of this position must be performed without delay as this is a critical position that may affect agents and their business.

Primary Responsibilities: Incumbent will be responsible for direct support of the branch manager and branch office operations, including but not limited to; branch accounts payables and receivables, expense reports, coordination all office administration tasks, including general, office and business supply orders, equipment maintenance, coordinate the affiliation process for new agents, file maintenance and general office appearance and repair issue.

Qualifications: Real Estate background preferred. Strong customer service and communication skills, both oral and written with the ability to multi task and prioritize. Comfortable working on computer and computer applications with a proficiency in Microsoft Office: Word, Excel, PowerPoint and Outlook. Proficient and skilled in social media applications including Facebook, LinkedIn, Twitter, Craigslist, company web pages, MLS

Application Instructions: Please click on the link below to apply: https://jobs.realogy.com/job/Upper-Montclair-Sales-Support-Administrator-NJ-07043/399795800/

Disclaimer Information

About the organization: Coldwell Banker Residential Brokerage in New Jersey and Rockland County, New York, a leading residential real estate brokerage company, operates approximately 52 offices and more than 3,300 sales associates serving all communities from Rockland County, N.Y. to Monmouth County, New Jersey. Coldwell Banker Residential Brokerage in New Jersey and Rockland County, N.Y. is part of NRT LLC, the nation’s largest residential real estate brokerage company. Visit www.coldwellbankerhomes.com for more information.

Disclaimer information: NRT LLC, a subsidiary of Realogy Corporation, is committed to providing equal employment opportunity (“EEO”) and will make employment decisions without regard to race, color, religion,
national origin, citizenship, age, sex, gender, sexual orientation, sexual preference, gender identity or gender expression, veteran status, marital status, disability, or any other characteristic protected under applicable laws and regulations. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability, protected veteran status or any other characteristic protected under applicable laws and regulations. Under the Americans with Disabilities Act and other applicable laws Realogy will provide reasonable accommodation to disabled applicants upon request during the application process to ensure equal opportunities to be considered for employment.