

# BUYER'S SALES SPECIALIST

## Job Description



The Buyers Agent will be responsible for consulting with and guiding our clients through the entire home buying process. From contacting pre-qualified leads to showing homes to the negotiation process and final sale, you will be the buyer's point of contact, and ensure they have a positive experience. Applicants should be enthusiastic, determined, and be driven to succeed.

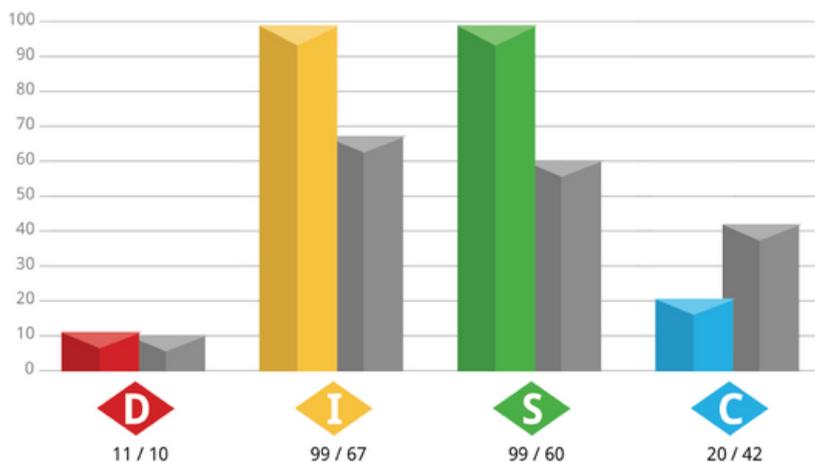
### Responsibilities

- Speak and engage with pre-qualified leads to figure out their wants and needs in a home
- Arrange showings, show homes, and participate in open houses for prospective buyers
- Provide potential home buyers with pertinent information about their local housing market
- Prepare representation contracts, purchase agreements, closing statements, deeds, and leases for a successful close
- Assist buyer clients with the home purchase process including budgeting and options with a mortgage lender

### Qualifications

- Has superb interpersonal and communication skills
- Candidate should have a high school diploma, bachelor's degree preferred
- At least one year of experience as a buyer's agent or relevant real estate experience
- Sufficient knowledge of the local real estate market and recent trends in the industry
- An established track record of successful real estate sales
- Friendly and outgoing
- High level of integrity
- Smart and motivated by success
- Humble and a team player
- Outstanding customer service
- Ability to work flexible hours as the schedule is determined by client needs (most often landing on weekends and evenings)
- Real Estate license in Oregon or in the process of obtaining a license

**DISC**  
*Buyers Specialist*



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# MARKETING MANAGER *Job Description*



The Marketing Manager position provides the marketing planning, training, maintenance, execution, and vision necessary to ensure that the company has the proper marketing systems, templates, content calendars, agent tools/guide, and analytics/data in place to effectively grow the organization. The position accomplishes this through a respectful, constructive, and energetic style, guided by the objectives of the company.

This role also helps maintain relationships with the company's clients, vendors, and team members, and perform other ad hoc projects as requested. This role has high visibility amongst the team and the owners of the company.

## Responsibilities

- Create, maintain, and strengthen the organization's overall brand through all media avenues.
- Conduct market research and track competitor activity for immediate and long term opportunities/initiatives we can implement.
- Maintain content schedule at least 30 - 90 days in advance across all marketing platforms.
- Develop and maintain a Marketing Handbook (Who, How, What, When, and Where of company marketing for agent education).
- Develop, implement, and maintain marketing plans that include print, physical, digital, and online content. Including, but not limited to: blog posts, email newsletters, social media accounts for company and Team Agents, internal and external print media, presentations, guides client gifts, etc.
- Set up and maintain tracking and reporting systems for our marketing activity, so we can continue to optimize our marketing plan.
- Gather content from the field of agents in their day-to-day, office life, events, etc. to use in our social media.
- Maintain and optimize company Search Engine Optimization (SEO) performance
- Understand and manage marketing vendors and service providers.
- Simplify complex data into a user-friendly format such as graphs, charts, and other visual aids for clients and management.
- Constantly learning and evolving with marketing trends.
- Graphic design for internal and external documents, presentations, guides, etc.
- Other duties as assigned.
- Plan and coordinate pop-bys, client gifts, reoccurring client touches (home anniversaries, life events, etc.), database related-action plans.
- Capture 3D imaging and matterport for property listings (when needed)
- Organize and streamline agent service offerings into user-friendly concepts.
- Coordinate client and agent feedback for client stories to be shared in our marketing.
- Plan events for clients and agents on a consistent basis.



# MARKETING MANAGER

## Job Description



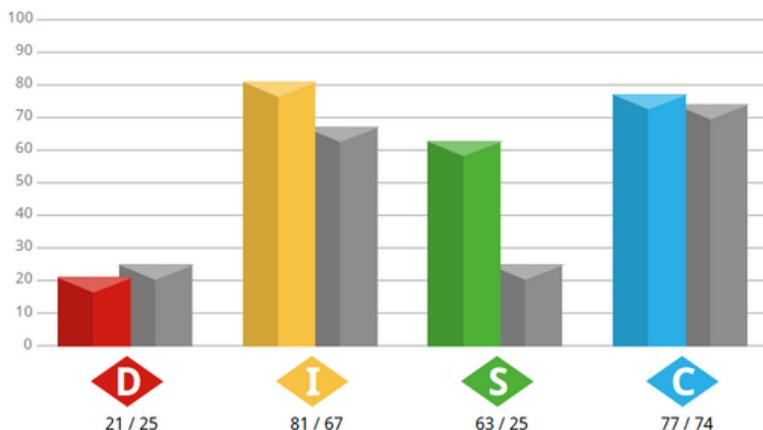
### Qualifications

- Bachelor's degree in marketing/communications or related field (or 2 additional years of related work experience in lieu of degree)
- Two years of experience in content creation, marketing activity management, creative writing, advertising concepts, or directly related field.
- Ability to comprehend and interpret competitor strategies and consumer behavior and immediately convert to our marketing action plan.
- Advanced knowledge of content creation, management, and scheduling systems.
- Ability to simplify complex information into a user-friendly format, including data or reports.
- Proficient in Microsoft Office, Photoshop, Lightroom, Canvapro, and Wordpress a plus
- Ability to quickly learn the Real Estate industry.
- Creative mind with superb written and verbal communication skills.

### Initiative Required

- Perform assigned duties in a professional, pleasant, and efficient manner. Demonstrating good judgment and reasoning in handling daily activities.
- Demonstrate continued growth and proficiency in completing tasks listed.
- Maintain the confidentiality of the company and the activities of the sales team.
- Solid organizational skills and attention to detail.
- Ability to work under pressure and meet strict deadlines, while also being flexible as interruptions are constant.
- Ability to handle difficult situations with grace.
- Consistently showing the ability to recognize and deal with priorities.
- Maintaining a well-groomed professional appearance and mannerisms appropriate to greet clients and co- op sales associates.

**DISC**  
*Marketing Manager*



# VIDEOGRAPHER

## Job Description



The Video Production Specialist will assist the Agent Services team to help ensure all Lovejoy Real Estate video/photo productions and activations are completed at a high quality standard. This role will create projects from concept to completion, ensuring creative continuity, and excellence for all clients.

### Video Capture + Production Requirements

- Shoot, edit, and produce 4-12 videos a week for the company, Team Agents, and owners for recurring and on-off video project requests.
  - Reoccurring/Common projects may include:
    - Marketing Action Report
    - Neighborhood spotlights
    - Local business spotlights
    - Listing/Property Videos
    - Agent Spotlight
  - One-Off Projects may include:
    - Team Agent and/or Staff Introduction videos
    - Generic Team Agent Activity/b-roll footage
  - Video editing/production output process to include both social media platforms/dimensions and standard video platforms/dimensions

### Requirements

- Familiarity with the Adobe Suite—required
- Video camera operating knowledge—required (see gear list below)
  - DJI Drone
  - DJI Stabilizer
  - Panasonic GH5 w/ v-log
  - Rhino Slider
  - Manfrotto Mono/Tripods
  - Studio Lights
  - DJI Mavic Mini Gimbals
- Experience interviewing video subjects while shooting
- Ability to take feedback and ideas from others, and find route to resolution quickly
- The ability to listen to others and to work well as part of a team

### Requirements

- Being flexible and able to pivot as changes are often unavoidable and constant
- A high level of self-motivation, commitment and dedication
- Organizational and time management skills
- Be creative not only scoping and storytelling but also at solving problems
- Exceptional written and verbal communication prowess with the ability to communicate at all levels



# VIDEOGRAPHER

## Job Description



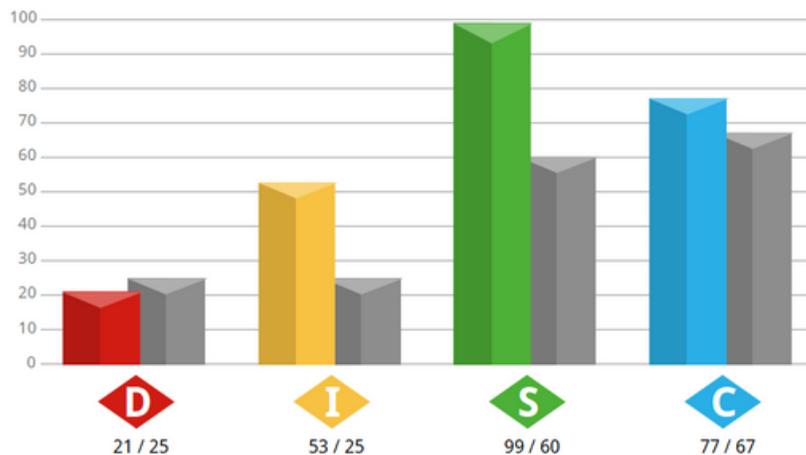
This team member will provide unparalleled client service to our clients in the form of communication, telephone etiquette, and services. They are an exceptional listener with excellent time management, verbal communication, and presentation skills. This team member is self-motivated and competitive, but also a team player with good problem-solving skills and a high level of integrity.

This team member supports the Turner Team at Lovejoy Real Estate by implementing and continually improving systems, procedures, and policies. Initiate and deliver projects, maintain client database and interact with clients and service providers as an extension of the Turner Team and its beliefs and values.

### Behavior Expectations

- Be self-motivated and self-directed, with a positive attitude
- Be highly organized with demonstrated attention to detail
- Exemplary communication skills, both verbal and written
- Strong vocabulary and proof-reading skills
- Demonstrated computer proficiency including email, web applications, and contact management software.
- Adaptable and highly resourceful; able to work with limited information when necessary
- Strong problem identification and objection resolution skills
- Able to build and maintain lasting relationships with clients
- Excellent listening skills
- Ability to occasionally travel and attend sales trainings, events or exhibits
- Ability to work individually and as part of a team
- High level of integrity and work ethic
- Have vehicle that is clean and in good working order.

**DISC**  
*Videographer*



# OPERATIONS MANAGER *Job Description*



The Operations Manager position provides the leadership, management, and vision necessary to ensure that the company has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The position accomplishes this through a respectful, constructive, and energetic style, guided by the objectives of the company.

This role also helps maintain relationships with the company's clients, vendors, and team members, and perform other ad hoc projects as requested. This role has high visibility reporting directly to the owners.

## Responsibilities

- Long term strategic operational planning
- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Oversee daily operations of the company and the work of the team (marketing, sales, administration).
- Lead employees to encourage maximum performance and dedication
- Evaluate performance by analyzing and interpreting data and metrics
- Write and submit reports to the CEO in all matters of importance
- Manage relationships with partners/vendors
- Support the team lead to accomplish business goals and make systems and processes run smooth.

## Initiative Required

- Perform assigned duties in a professional, pleasant and efficient manner.
- Must be flexible, as interruptions will be constant.
- Must work well under pressure and with critical time frames.
- Demonstrate good judgement and reasoning in handling daily activities.
- Demonstrate continued growth and proficiency in completing tasks listed.
- Maintain the confidentiality of the company and activities of the sales team.
- Handling of difficult situations with grace.
- Consistently showing the ability to recognize and deal with priorities.
- Having regular attendance.
- Maintaining well-groomed professional appearance and mannerisms appropriate to
- Greet clients and co-op sales associates.



# OPERATIONS MANAGER

## Job Description



This team member will provide unparalleled client service to our clients in the form of communication, telephone etiquette, and services. They are an exceptional listener with excellent time management, verbal communication, and presentation skills. This team member is self-motivated and competitive, but also a team player with good problem-solving skills and a high level of integrity.

This team member supports the team by implementing and continually improving systems, procedures and policies. Initiate and deliver projects, maintain client database and interact with clients and service providers as an extension of the Turner Team and its beliefs and values.

### Candidates must

- Possess an active Oregon Real Estate License
- Be self-motivated and self-directed, with a positive attitude
- Be highly organized with demonstrated attention to detail
- Exemplary communication skills, both verbal and written
- Strong vocabulary and proof-reading skills
- Demonstrated computer proficiency including email, web applications and contact management software.
- Adaptable and highly resourceful; able to work with limited information when necessary
- Strong problem identification and objection resolution skills
- Able to build and maintain lasting relationships with clients
- Excellent listening skills
- Ability to occasionally travel and attend sales trainings, events or exhibits
- Ability to work individually and as part of a team
- High level of integrity and work ethic
- Have vehicle that is clean and in good working order.
- Pay for any continuing education, licensing, and memberships required to be licensed Realtor.

**DISC**  
*Operations Manager*

