



**NEST REALTY IS HIRING AN...**

# **AIR TRAFFIC CONTROLLER**

**(THAT'S NEST'S NAME FOR AN OFFICE MANAGER)**

Founded in 2008, Nest Realty is a full-service real estate agency specializing in residential, farms & estates, and commercial properties throughout Virginia and North Carolina.

We believe the real estate experience is often a gateway to the next chapter of your life. The process should be a happy one. Fun. Moving. Exhilarating. It is for us, and we love sharing it with our clients.

Though we still operate like a start-up, we are growing. That's where you come in. We're seeking a remarkable Air Traffic Controller to join our team and help us ensure our business continues to operate efficiently and our clients receive exceptional service.

# THE OPPORTUNITY

We are growing and looking to improve our operational efficiencies and our Broker support.

With three dynamic in-house brands, multiple outside clients, and a plethora of distribution channels at our disposal, we need help staying **organized** and keeping our **processes flowing smoothly**.

Nest's Air Traffic Controller will be a major cog in our wheel by helping with important customer service initiatives, office management responsibilities, transaction processing, and additional back office processes of **one of the fastest growing real estate brokerages in America**.

# THE BIG PICTURE

The position is a combination of office management, client and prospect management, Broker support, and transaction management. There's a lot to do at Nest and we're looking for someone with energy, enthusiasm, and a 'can do' attitude to join our team.

Here's an initial rundown of the tasks and responsibilities of our Air Traffic Controller:

- Oversee all aspects of office management to ensure that supplies are stocked, office condition is exceptional and processes are running smoothly.
- You'll be busy on the front line, nurturing prospective clients and vendors, while being extremely meticulous and organized when you're working with members of the Nest team.
- Work in conjunction with our accounting and transaction team to assist with processing real estate contracts, company bills/expenses, and legal/compliance issues.
- You'll provide a high level of administrative and marketing support and will assist team members with HR responsibilities, ongoing clerical work, and other back end processes.
- This is a cliché...but no two days at Nest are the same. We worked in a fast-paced environment and you will be expected to work with the rest of the team to do what it takes to help make our Brokers successful and our clients happy.



# THE DETAILS

Our Air Traffic Controller needs to work closely with our management, operations, and marketing teams to ensure that our clients and potential clients receive exceptional service and that our company operates with maximum efficiency.

You must:

- Understand that our the way we treat and interact with our clients and perspective clients is vital to our short and long-term success
- Be meticulous in following company procedures with regards to processing documents, contracts, and financial payments
- Have an eye for detail and ensure that our space is stocked with supplies, clean, and tidy
- Stay on task and meet deadlines
- Care deeply about the details and understand that we are continually looking to get better
- Serve as a steward for our brand, speaking your mind and putting your foot down to protect it when necessary
- Check your ego at the door. At Nest, it's about the work, not the job title. This is a team sport.
- Understand that we operate as a start up and there are scenarios where we need you to work outside of your standard scope to help our team with certain tasks

# THE SKILLS

Required Proficiencies:

- Strong verbal, written, and interpersonal communication skills
- Highly organized with an eye for detail
- Tech-savvy and able to navigate new software programs
- Strong knowledge of word processing and spreadsheet platforms
- Self-starter with a desire to collaborate with team members
- Basic understanding of general accounting and A/R processes

Bonus (but not required):

- Previous office management or customer service experience
- Previous accounting or real estate transaction management experience



# HOW TO APPLY

To apply for this Charlottesville-based position, please send the following required items to [apply@nestrealty.com](mailto:apply@nestrealty.com):

1. Your resume and a brief cover letter in **PDF format**.
2. Your salary requirements

**Please note that incomplete applications will NOT be considered.**

*If you're feeling up to it, go ahead and be creative and send us whatever you want to show us that you're awesome and that you're the right person for this position.*

Compensation is commensurate with experience. Medical coverage (health and dental) included. And, yes, we've got a 401K plan, too.

This position is full-time and based in our Charlottesville, Virginia office. Sorry, we will not consider anyone working 'virtually.' You gotta be here...plus we're fun to be around and Charlottesville is a pretty sweet place to live.

This job will require some responsibilities after 'normal' business hours. (Are there normal business hours anymore?) The vast majority of the time spent working will be weekdays from 8:30-5:30. *However, please understand that there are certain periods and times of the year that will require additional hours in order to complete projects on time and stay up-to-speed on workload.*

Confidentiality is ensured.

We can't wait to hear from you!

