



WE'RE HIRING

JOB OPENING: OFFICE MANAGER

Nest Realty is looking for an amazing Office Manager to join our team. What does this entail? It's a position that is part office management, part agent support, and part real estate transaction compliance manager. Take a peek inside to learn more...

HELLO, WE'RE NEST REALTY.

We're a different kind of real estate brokerage. Our difference is born from our belief that buying and selling a home is one of the most important decisions our clients will ever make.

This belief guides us to measure success by something more than the number of yard signs we plant, how many Brokers we hire, or the awards we win. For us, true success comes from helping people move easily and joyfully into the next chapter of their lives.

So "the process" of buying and selling real estate becomes one that's happy, exhilarating, and fun. And well worth sharing.

AWARDS ARE NICE. HELPING PEOPLE IS BETTER.

Unlike most real estate firms, we don't hire every Broker that walks through the door. Quite the contrary. Every Nest Broker is a full-time professional with a singular focus on providing an amazing real estate experience for every one of our buyers and sellers.

The result is a company built on the excellence and commitment of an accomplished team of Brokers—Award Winners, Top Producers, and MBAs—whose ultimate reward comes from the satisfaction they get from happy clients.

NUTS AND BOLTS.

Nest Realty hatched in 2008—the year the real estate bubble burst—with the vision of creating a better, easier, and more inspiring way to help people buy and sell real estate. A way that begins and ends with nurturing people.

At our most basic level, we're a real estate brokerage based in Charlottesville, Virginia. In 2017, we began to selectively offer Nest franchises and we are now operating in 17 markets in seven states with more than 400 full-time Realtors (and growing).

But Charlottesville is our home. And our HQ. And we're looking to find an amazing person to support our agents and team in our Charlottesville office.

WE STRIVE TO BE THE MOST TRUSTED BRAND IN REAL ESTATE.

We know that's a big goal, but we're ready for the challenge. We're on a mission to build a full-service "operating system" that empowers each and every Nester to grow their business and provide their clients with an exceptional real estate experience.

To achieve this, we must begin by teaming up with the right franchise partners to help us continue to build the right foundation—market by market—to deliver the best support, marketing, and technology to each of our agents. From there, we'll work hand-in-hand with our Nesters to continue to evolve and offer the support they need to ensure they can build a durable real estate business.

We live by a "smart growth" strategy. Our brand and reputation is paramount and we want to ensure that each and every franchisee and agent proudly represents the Nest brand. We know that we will never be the biggest firm or have the most agents.

But we do believe that we can grow—with the right people—to become the most respected and trusted firm in the industry.

THE OVERVIEW

We are growing and looking for someone to help us with initiatives relating to office management and operations, agent support, and real estate transaction compliance.

Our Office Manager will be a major cog in our wheel by helping with important customer service and marketing initiatives, office management responsibilities, agent support, and additional back office processes at Nest.

Here's an initial rundown of the tasks and responsibilities of our Office Manager:

- Maintain general office cleanliness and organization
- Manage inventory of office and marketing supplies
- Mail intake and distribution
- Greet staff and direct visitors
- Answer phones and route calls/inquiries to the appropriate Nester
- Transaction processing for compliance and approvals
- Earnest money and commission check intake and coordination
- Manage agent services and support programs in conjunction with other key staff members

THE DETAILS

Our Office Manager will work closely with our operations, marketing, and accounting teams to ensure that our agents, clients, and prospective clients receive exceptional service and that our company operates with maximum efficiency.

You must:

- Understand that the way we treat and interact with our clients and prospective 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 stay ahead of the curve to 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

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
- Vendor coordination and event management skills
- Flexibility and multi-tasking: you must be able to toggle between tasks as needed
- This position requires you to be able to lift boxes, packages, signs, and various office supplies sometimes weighing upwards of 40 pounds

Bonus (but not required):

- Previous office management or customer service experience
- Previous 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:

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

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. THESE TWO ITEMS ARE A REQUIREMENT TO BE CONSIDERED.

In addition to the REQUIREMENTS above...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. The Office Manager will be based in our front lobby and will likely be the first impression of someone coming through our front doors.

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. There will be some weekend and evening hours scheduled throughout the year.*

Confidentiality is ensured.

We can't wait to hear from you!