



REAL ESTATE BUYER'S AGENT

DESCRIPTION

At Living Room Realty, the mission is to develop vibrant communities through a strong commitment to the company values. A broker at Living Room Realty is seeking a motivated, outgoing real estate assistant to provide a distinctive client experience primarily as a buyer's agent. The ideal candidate will be skilled at creating connections with others through joy and integrity.

Living Room Realty is a Certified B Corporation and a certified Silver Sustainability at Work recipient from the City of Portland. Last year the company received the Oregon Ethics in Business award and The Oregonian's Top Workplaces award.

RESPONSIBILITIES

- Buyer's agent
 - Cultivating client relationships
 - Showing properties
 - Writing contracts
 - Negotiating with listing agents
 - Arranging inspections
- Listing assistance
- Marketing
- Staging
- Communication management
- Offer organization and presentation assistance
- Marketing support
- Additional duties as assigned

QUALIFICATIONS

- Available evenings and weekends
- Must be licensed real estate agent in Oregon
- Buyer's agent experience preferred
- Highly motivated with a strong work ethic
- Excellent listening skills; superior oral and written communication skills
- Dedication to a superior level of customer service
- Demonstrated creativity, flexibility, and comfort in working with diverse populations
- Outgoing personality, exuding compassion and joy
- Ability to stay focused on overall business goals with managing day-to-day needs
- Solutions oriented
- Organized, punctual, and reliable
- Ability to learn new technology quickly; commitment to paperless business operations

COMPENSATION

DOE

APPLICATION GUIDELINES

Email your cover letter and resume to work@livingroomre.com. In the subject line, write 'Real Estate Assistant'. The cover letter and resume should be pdf attachments and not placed in the body of the email. Open until filled.