

# IDAHO WILD

THE BEST OF IDAHO. REAL ESTATE INCLUDED.

## LICENSED REAL ESTATE EXECUTIVE ASSISTANT

For Hire | Q3 2019

### THE PERFECT APPLICANT

You've mastered the art of the first impression. Your genuine personality and calm demeanor are rivaled only by the confidence and competence you exude each time someone new walks through the door. When you pick up the phone, the person on the other end of the line could swear they hear a smile in your voice. Your emails exude diplomacy, tact and class. Personal appearance? You represent a forward-thinking firm that champions creativity, tech innovation, impeccable design and fearless marketing. So yeah, you look the part.

Human interaction is your forte and spreadsheets a source of endless joy. You can be trusted to show up on time and stay until the business day ends because you understand the importance of calls that are answered by a person, not a machine. In fact, come to think of it, you are that person: The type-A+ who can help Idaho Wild run efficiently on the inside and seamlessly on the outside every day.

You love real estate. You're intelligent, polished, warm, witty, collaborative, and have a smug-less appreciation for quality. You want to play a major role in building a small, but highly productive sales team while supporting a CEO with big ideas. You've "been there, done that" with the normal real estate agent grind. You are versatile. You'll meet a new client for coffee in the morning, complete contracts by noon, show homes to an out of town buyer at 2PM, and manage the needs of vacation renters. But above all, you're an honest, straight shooting team player who will run it in for a touchdown when the time is right (our best attempt at a sports reference).

### WHO WE ARE

We are blessed to live in Idaho, believing it to be a cut above the rest. We are real estate brokers. But, we're also digital marketers and understand the value of good content for a brand. We want to share all Idaho has to offer to both natives and those looking in from the outside, wherever they may be.

### THE REQUIREMENTS

2+ years experience in Boise area real estate sales

Licensed Real Estate Agent

Proficient in Mac operating systems and Google Drive

Strong written and oral communication



## TRAITS

Easygoing disposition  
Detail-oriented  
Professional, fashion-forward appearance  
Strong organizational skills  
Flawless phone, email and in-person communication skills  
Ethical, energetic, can-do attitude  
Excellent time management and deadline-meeting skills

## THE JOB

20% Organizational duties  
20% Showing property to Buyers  
18% Client correspondence / greeting  
12% Schedule management  
12% CRM management  
10% Errand running  
4% Miscellaneous  
4% Office organization

## COMPENSATION

\$30,000 - \$50,000 annual base salary (DOE)  
Plus bonuses

## HOURS

Full time (approx. 40 hrs / week)  
Work completed in the Eagle / Boise, Idaho area

## TO APPLY

Submit your cover letter and resume to [JOBS@IDAHOWILD.COM](mailto:JOBS@IDAHOWILD.COM)