

**Coventry Glen Realty**  
**Licensed Staff Assistant**  
**Full Time Position**  
**Available 04/01/2015**

**About Coventry Glen Realty:**

Coventry Glen Realty is a local real estate brokerage firm specializing in residential brokerage and some property management of residential rental properties.

The firm typically hires staff to manage its front desk operations, and to assist the firm's agents with various aspects of their real estate brokerage practice.

*This position will require the staff person to have or obtain a Texas real estate license.*

The owner of Coventry Glen Realty, Mike Caldwell, is a TAMU-Ag Econ graduate class of '77.

**Job Description:**

This full time position will be approximately 70% property management and 30% brokerage support. *Having an existing real estate license is helpful but not required.*

Property management responsibilities will include as follows: leasing and renewal of tenants, placing repair work orders, coordination of tenant move-ins and move-outs, and answering tenant inquiries.

Brokerage support will include assisting agents with listing and sales activities as needed and the staff person's personal listing and sales activity.

**Work Hours:**

Typical work hours for this staff position are 35-40 hours per week. Beginning in early February through early September, the full time staff person will often be required to work by appointment through 6:00 P.M. weekdays and by appointment on weekends as needed for the purpose of showing homes to tenants and buyers.

The staff person's workload will be lighter from September through January. Staff work schedule is relatively flexible on a case by case basis as approved by the broker.

**Skills Requirements:**

Coventry Glen Realty staff members are required to have an adequate working knowledge of MS Office application software such as Word and Excel. Most past Coventry Glen Realty staff with adequate basic computer skills and a willingness to learn new skills have easily acquired any new computer skills needed by the firm. *A detail-oriented perspective with a team orientation, good people skills, willingness to learn new skills, and a strong work ethic are required.*

### **Additional Staff Responsibilities:**

Staff at Coventry Glen Realty are required to assist the office in the following areas of office support:

Access information from a local web-based real estate data base (Multiple Listing Service).

Assist in maintaining internal real estate and business records.

Periodically deliver company documents to third parties such as title companies, mortgage companies, and sellers, coordinate various advertising media.

Assist agents and the company owners with special projects from time to time.

### **Staff Compensation:**

An average workweek for Coventry Glen Realty full time staff is 35-40 hours per week.

Starting compensation is \$15-20 per hour commensurate with job skills and expertise. Additional income includes personal brokerage commissions earned from personal listings and sales.

Most real estate-related expenses will be paid by the broker. If the staff person does not have a current Texas real estate license, then the broker will pay for the staff person's required real estate education through Champions School of Real Estate.

Staff members are required to have reliable transportation for running company errands and the staff vehicle must be suitable for showing buyers.

Annual vacation and personal leave time are negotiable.

Occasionally in the busy summer time, staff will work over 40 hours a week. In lieu of overtime paid, staff will receive compensatory time that can be used at staff's discretion with broker prior approval.

### **How to apply:**

All job applications and resumes or employment inquiries must be submitted in writing by e-mail.

All employment inquiries and/or applications will remain confidential.

Employment applications are available at [www.coventryglenrealty.com](http://www.coventryglenrealty.com)  
(Click on web site side bar "employment opportunities")

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**(Chimney Hill Office Park near Hilton Hotel)**  
**Fax to 979-846-4652 / e-mail: [jobs@coventryglenrealty.net](mailto:jobs@coventryglenrealty.net) /**  
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