



## LISTING SPECIALIST/OFFICE ASSISTANT - PT

This is a part-time position, averaging 10-15 hours/week. This person loves to organize, work at a computer, check off to-do lists, and is computer savvy. The perfect person in this position will take a checklist for each listing and diligently complete the tasks needed to maximize the listings exposure and accuracy - this includes, but not limited to - setting up photographer, creating in-house brochures, finding all pertinent information, enhancing listing online, setting up showing instructions, creating seller reports, following up on feedback, etc. Other hours devoted to overall office needs including record keeping, website input, inventory tracking, and file management. As with all positions at LNL, we require character traits of being innovative, competent, knowledgeable, resourceful & passionate. If you would like to be an integral part of this amazing group, contact us today!

For more information, or to submit your resume, please email us at [info@LNLRealEstate.com](mailto:info@LNLRealEstate.com).