



## OPEN POSITION – REAL ESTATE COORDINATOR

Forest Resource Consultants, Inc. is seeking to fill a Real Estate Coordinator position based in our Macon, Georgia office. Candidates considered for this position will be those demonstrating the ability to meet the key responsibilities and qualifications listed below.

**Position Title:** Real Estate Coordinator  
**Reports To:** Director of Real Estate Services  
**Employment Status:** Full-Time Employment  
**Location:** Macon, GA preferred but other options considered for ideal candidate

### Key Responsibilities:

- Assist in development and submission of real estate listing proposals
- Assist real estate agents with the coordination and preparation of all listing agreements and supporting documents
- Maintain electronic files for all real estate listings
- Prepare, deliver, and coordinate receipt of all real estate documents
- Creative design and distribution of real estate web listings and associated resources
- Develop property marketing resources and manage listing advertisements on company and third-party websites
- Manage email, social media, and direct mail marketing campaigns for real estate team
- Organize weekly real estate team calls
- Produce weekly reports for Director of Real Estate Services and company leadership
- Amass listing photos from agents and preparation of marketing materials for listings
- Obtain property and public records data for real estate listings
- Monitor and track licensee renewal and continuing education for all brokers and sales agents

### Key Competencies:

- Must exhibit professionalism in appearance and performance
- Ability to communicate with employees, clients, legal counsel, and others professionally and effectively
- People-oriented, dedicated to customer service, extremely organized, and attentive to detail
- Exhibit pride in accuracy, organization, and quality of work
- Ability to work independently and with a team
- Ability to understand company business and client expectations
- Adhere to strict confidentiality of both company and client information
- Proficiency in all Microsoft Office software and other commonly used business software
- Ability to track and monitor leads and feedback
- Ability to understand workflow, manage multiple projects simultaneously, and set priorities to meet deadlines

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- Strong literacy and numeracy skills to manage administrative tasks
- Administrative and marketing experience preferred

**Education and Experience Qualifications:**

- Bachelor's degree in real estate, marketing, communications, business, or other related fields preferred
- Three to Five years' experience in marketing, real estate, and/or related field preferred

Salary will be commensurate with skills and experience. FRC offers a competitive benefits package including health, life, and disability insurance, optional dental insurance, 401(k) plan, vacation, and holidays.

Resume and professional references should be sent to the email address below no later than **March 31st**, for consideration.

Paula Smith  
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Forest Resource Consultants, Inc., is one of the largest forestry consulting firms in the US South. We have an excellent reputation, a diverse client base, a highly ethical work standard, and we employ professional high-quality staff. Please visit our website at [www.frc.us.com](http://www.frc.us.com).