



Operations Coordinator | Content Creator Role

Want to work for the #1 Happiest Place to work in America?

Who are we? Frequently recognized as the most innovative and agent-friendly brokerage in the nation, Keller Williams is a gathering place for the industry's best real estate agents. The Keller Williams Nashville Music City Market Center features state-of-the-art real estate technology, education, and an unmatched culture that is recognizable the moment you join. With industry-leading business consultants, generous commission splits, and an endless value proposition, Keller Williams Nashville Music City is the place for agents looking to rapidly build and grow their real estate businesses.

Who are we looking for? The Operations Coordinator & Content Creator role is first and foremost the leader in hospitality and engagement for the office. The goal is to create a welcoming environment within the office by treating guests and agents professionally and by acting as a leader to assist in streamlining market center operations. The primary focus is on creating a positive and productive space for everyone in the office while being organized, task oriented, and managing day to day operations. As a key member of the Executive Leadership team the role also assists in designing, creating, and implementing marketing for our top agents in association with event planning and marketing efforts for our office towards higher engagement and retention.

ROLE RESPONSIBILITIES

- **Leading:** Lead in the creation and execution of the education calendar both loaded into google and the physical calendar, updating the capper board, updating marketing around the office, implementing Team Meeting twice a month and other special events.
- **Managing:** Management and support of KW training calendar print and online, sponsor management for events.
- **Marketing:** Marketing events / trainings internally and externally via multiple channels. Creating campaigns that include print assets, social media design, and email campaigns for our calendar.
- **Administrative:** answering phones, e-mail, incoming and outgoing checks, mail, package tracking, attendance tracking, department support, ordering and inventory, general office upkeep, assisting event pre-planning and execution, assist agent needs as requested.
- **Professional Growth:** We invest in our employees' success. Benefit from comprehensive leadership training programs designed to enhance your skills and empower you to take your career to the next level.
- **Content Creation:** Design Listing Marketing Kits to include per agent listing: social media suite, postcard mailers, e-blast design, and printable flier materials. Assist our office with telling their story across social platforms and for team meeting presentations. Sharing the value of Keller Williams through social media and video. Creating Listing Presentation and Buyers Guides using our template system.

Knowledge/Skills

- Great verbal and communication skills
- Neat, clean, professional appearance
- College graduate
- 1 Year Customer Service Experience
- High Focus on Hospitality and Experience
- Computer skills Compensation (Google Suite, Microsoft Office, Canva, Prezi, etc.)
- Social Media Posting (Instagram & Facebook)

Job Type: Full-time