

Job Description

ASSOCIATE

(Full-Time, Non-Exempt)

About Pounders & Associates, Inc.

We are an independent commercial real estate firm based in the Shoals area of northwest Alabama. We represent companies, organizations, and individuals and help them make informed real estate decisions so they can buy, sell, lease, develop, own, or invest in commercial property with confidence.

Position Overview

The **Associate** will support the mission and core values of Pounders & Associates through involvement in the company's brokerage and property management activities. The Associate will maintain a working knowledge of the company's listed & managed properties.

Brokerage Responsibilities

- Accurately enter and maintain property listings on various websites and multiple listing services.
- Write and edit marketing content and create marketing collateral including listing flyers, proposals, tour packages, etc.
- Organize and track all property marketing efforts, including coordination of professional photography and sign installation and removal.
- Conduct property research, including demographics, maps, property tax information, public records, traffic data, and zoning classifications.
- Respond to inbound inquiries in a timely and courteous manner and qualify prospective buyers and tenants.
- Show property.
- Prepare listing and transaction agreements (listing agreements, lease agreements, sales contracts, amendments, etc.).
- Maintain property database & customer relationship management platform (Buildout).
- Assist with special projects and perform other tasks as assigned.

Property Management Responsibilities

- Assist with the day-to-day operation of commercial and multifamily properties.
- Coordinate marketing and leasing activities for multifamily properties.
- Manage tenant lease information in property management software (Yardi Breeze).
- Assist with administering tenant occupancy (move-ins and move-outs) including providing the new tenant with an introduction letter regarding emergency contacts, insurance requirements, rent collection procedures, and maintenance request procedures.
- Conduct rental collections.
- Coordinate maintenance requests with Facility Services division to ensure that tenant needs are met quickly and efficiently.
- Perform periodic inspections of the property and tenant spaces to ensure compliance with leases and the proper upkeep of the property.
- Coordinate vendor access to properties.
- Communicate with tenants and landlords as appropriate.
- Manage inventory of keys, including those checked out to third-party brokers and vendors.
- Assist with special projects and perform other tasks as assigned.

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Proficiencies

The **Associate** will possess the following proficiencies:

- Attention to Detail: You are the type of person who notices when something is out of place. You pride yourself on maintaining an organized workspace for yourself and your colleagues. You are able to compose professional written communications using proper grammar and spelling.
- Consistency: You show up to work on time and do not need to be out frequently, especially unexpectedly. You enjoy a fair amount of repetition in your daily responsibilities, executing recurring tasks with accuracy and excellence.
- Communication & Confidentiality: You have strong written and oral communication skills, along with the ability to maintain high discretion and confidentiality with sensitive information.
- Self-Starter: Able to work independently and multitask without feeling overwhelmed.
- Technology: You have experience with common office technologies (email, copying, printing, scanning, faxing, telephones, etc.). You are proficient with Microsoft Excel and Microsoft Word.
- Transportation: You possess reliable transportation and are willing to utilize your personal vehicle for company errands. (Mileage is reimbursed by the company at the annual rate published by the IRS.)

Education

- Bachelor's degree in business administration or marketing (preferred)

Working Conditions

- Professional office environment with little exposure to noise, extreme temperatures, dust, or other adverse factors.
- A high amount of pressure to meet deadlines and work efficiently and accurately while managing numerous competing priorities.

President Signature

Employee Signature

Date

Sound like the perfect job for you? We would love to learn more about you. Please email a current resume to careers@pounderscre.com (no phone calls). All applicants are subject to background checks that may include DMV, Credit, Education, Criminal, and Drug Testing.