



Junior Real Estate Acquisition Specialist

Job Type: Full-Time, Permanent

Location: Calgary

Salary: \$40,000 + bonuses & commission

About MyHomeOptions

MyHomeOptions is a premier real estate solutions company in Alberta founded by Radovan Smolej, and since our inception, we have been helping homeowners along with improving communities in each and every city we work in.

Through our extensive knowledge of the business, network of resources, and years of expertise, we have been able to assist homeowners with a wide variety of real estate problems. We pride ourselves on our reputation for working one-on-one with each customer to handle their individual situations.

With the ability to directly purchase homes and make cash offers, we can create an extremely fast, and hassle-free transaction.

In addition, we re-develop a large number of single-family and multi-family properties throughout the province with the intention of revitalizing communities and encouraging home ownership. Our mission is to help homeowners and improve our community one house at a time.

Job description

MyHomeOptions Ltd. is looking for a young graduate who is willing to learn and gain knowledge in the real estate field, with no previous experience required. If you are hard-working, self-motivated, and driven this is the perfect opportunity for you!

What you need to succeed:

We are looking for someone who is coachable and willing to go the extra mile who understands that success comes through hard work and tenacity. You should be teachable and always trying to improve yourself by reading books, watching videos, reading blogs, audiobooks, taking classes, or whatever means possible to expand your knowledge.

Requirements:

- Good communication skills, both verbal and written
- Proficiency in Microsoft Applications
- Able to work independently and as part of a team

- Strong organizational skills
- Critical thinking and problem-solving skills
- Display initiative and the willingness to learn and take on new tasks
- Work under pressure, work fast, efficient, multitask
- Maintain a positive attitude at all times
- Excellent interpersonal skills
- Driven and self-motivated

Work Responsibilities:

- Attend meetings
- Participate in sales and negotiations
- Greeting clients, answering the telephone, and making follow-up calls.
- Preparing correspondence, scheduling meetings, and making travel arrangements.
- Preparing real estate forms and documents.
- Coordinating showings, assisting at open houses, and obtaining feedback.
- Preparing listing materials and posting property listings.
- Managing a client database and preparing reports.
- Assisting with closing processes.
- Performing other duties as assigned.

Apply now and see what it's like to work with an energetic and collaborative team and learn from the best real estate investment company in Calgary!

Send us your resume and cover letter, resume, and a short video of yourself explaining why you are the best fit for our company and this position to jobs@myhomeoptions.ca.

We require your own personal laptop with access to the internet and Microsoft Office applications.