



**Brandon Area REALTORS® is seeking a qualified candidate for the position of Membership Services Coordinator**

***Job Purpose:***

The Member Services Coordinator will provide administrative support and attend to member needs and enquiries. Working under the direct supervision of the Executive Officer this position provides organizational support and is responsible for invoicing, accounts receivable, data entry, review of MLS® listings, support to members, event coordination and a variety of other tasks.

***Qualifications:***

- Minimum one-year office administrative support experience is required.
- Office/Business Administration education or experience.
- Excellent organizational skills, attention to detail and the ability to excel while multi-tasking and working under pressure.
- Must have excellent skills in the use of Outlook, Word, PowerPoint, Excel, Quick Books and web content management systems. As well as social media platforms.
- Aptitude for technology and a good understanding of electronic records and the ability to learn Brandon Area REALTORS® computer programs.
- Keyboarding skills
- Mastery of the English language (both oral and written)
- Ability to take on other duties and responsibilities as requested with a sense of humor, team spirit, patience, and flexibility.
- Ability to maintain a healthy and positive relationship with all Members

Brandon Area REALTORS® is an equal opportunity employer.