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| **Job Title:** | SEO, Online Marketing & Marketing | **Date:** | |

**Job Description**: Responsible for making sure that the traffic to the Company's website is maintained though online sources like social media, blog posts, listings and other SEO marketing tools. Ensures that captured leads are converted to clients.

Responsibilities:

1. Review & manage progress of each leads daily.
2. Creates posting template and ads and posting these ads on sites like Craigslist, Backpage, etc.
3. Manage Social Media sites
4. Create and post blog posts
5. Send weekly marketing report
6. Design, layout and create flyers
7. Manage contents of drip campaigns and process leads into appropriate campaigns
8. Handle basic SEO (update web content, virtual tours, update listings)
9. Design, layout and create direct mail campaigns like postcards
10. Update Real Estate newsletter, whether it's the online copy or hard copy.

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| **Part Time or Full Time** | | **Schedule/Hours M-F** | |
| **Role: GVA, TC, ISA** | | **Gender Request** | |
| **Time Zone: PST, CST, EST, MST** | | **Preferred Interview Dates/Time:** | |
| **DISC Preference:** | | **Skype ID for Video Interview:** | |

Conforme: _____

Signature above Printed Name