Job Title:	MLS & Website Listing Mgmt	**Date:**	

Job Description:. Become the main point of contact after the property goes live in the market. Part of the Listing Coordinator's responsibility is to update the information found in MLS since Clients will make necessary adjustment from time to time in order to sell the property.

Responsibilities:

1. Manage, review and gather documents (all but not limited to:)
    1. Copy of Listing Agreement
    2. Copy of Previous MLS
    3. Property Details
    4. Property Photos
2. Create a new MLS entry each time there is a new property assignment.
3. Update the following information in MLS:
    1. List Price
    2. Listing Status
    3. Expiration Date
    4.
4. Coordinate with field officer who would assign Serial Number Code to the lockbox to be able to hold the key to the property.
5. Navigate and update information on Client's MLS
6. Upload a copy of the MLS to Client's online database portal (such as taza or ebh).
7. Mandatory test the TAZA/EBH link added in the confidential agent remarks in MLS on every newly listed property to make sure the link is property working to avoid difficulties on the part of the buyers' agents who wanted to submit their offer in the future.
8. Update information in TAZA/EBH for newly listed property

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