

Customer Service Specialist - Job Description

About Us:

Lodi Association of Realtors is a member oriented organization established in 1921 serving REALTORS® & Affiliate® Members! Progressively conservative, L.A.R. strives to create a solid financial foundation, while looking towards to future to bring members new business innovations, products & services; while always providing FIRST CLASS MEMBER SERVICE .

The Position:

We're looking for a master multi-tasker with excellent communication skills and upbeat attitude; who is ready to take initiative providing business services with a genuine desire to meet member needs providing superior customer service, executing office duties & projects, possessing strong presentation skills, familiar with processing payments, and proficient in MS Office, specifically Excel. There is travel between the Lodi and the Modesto offices for vacation, sick leave relief and project assistance. Reliable and dependable transportation is a must; mileage is reimbursed.

- Pay: \$ 15 per hour
- Health Insurance Stipend: \$400 per month contribution towards health insurance purchase
- 10 Vacation days and 5 Sick Leave days
- Pension Plan: 5% contribution of annual gross

The Location:

The Lodi Association of Realtors enjoys two, modern comfortable office locations. The Association is headquartered in Lodi with a branch in Modesto. Time will be spent between both locations.

Why Should You Apply?

- Positive fast moving environment and supportive workplace culture
- Opportunity to grow your skills
- Competitive pay\Benefits package
- Vacation and Sick Leave days

Interested

Complete the employment application at lodirealtors.org and submit resume and cover letter.