



Office Coordinator

ERA Summit is a locally owned real estate brokerage based in Albuquerque, that has long standing ties in the community. We care about our brokers and employees and are in need of a key member of our team to help us grow our company. We have 50+ associate real estate brokers, and a staff of six.

We're looking for an Office Coordinator who is excited to join our dedicated, authentic, and fun team. We are uncompromising in the pursuit of excellence; our mission statement is more than just words on a page—we live and breathe them. In this role, we aren't just looking for someone to fill a position; we are seeking a professional who wants to advance their career and become an integral part of our success. We envision this role evolving dynamically as our new team member grows in their abilities and masters our tech-forward environment.

Position Overview

Our Office Coordinator is a key position that sets the daily tone and energy of our office. You will be the first point of contact—whether in person, on the phone, or online—and you must be a positive, professional reflection of the company.

You thrive in a vibrant, high-volume environment and bring a calm, "can-do" energy to every interaction—even when things get busy. You are a master of organization, a proactive problem-solver, and a true "people person" who loves connecting with others. Whether you're crushing a project independently or brainstorming with the team, you bring an optimistic spirit and a growth mindset to everything you do. You view every challenge as an opportunity to learn, navigating differences with grace and staying eager to grow through collaborative feedback. Above all, you lead with heart, integrity, and a passion for world-class service.

Job Specific Requirements

- **Experience:** Must have experience in a professional office setting.
- **Communication:** Excellent interpersonal, verbal, and written communication skills.
- **Technical Proficiency: Technical & AI Proficiency:** Must be proficient in Google Office or Microsoft applications. While not a requirement, it is a significant added bonus if you have experience leveraging AI tools (such as Gemini or ChatGPT) to enhance writing, research, and office efficiency. Most importantly, we are looking for a candidate who is eager to learn and integrate these emerging technologies into their daily workflow to help our team grow.
- **Marketing & Creative Tools:** Proven experience managing social media presence (Instagram, Facebook, LinkedIn, etc.), whether in a professional capacity or through high-level personal

content creation. Must be comfortable drafting posts, engaging with followers, and using tools like Canva to maintain the brand's aesthetic.

- **Adaptability:** Ability to work well in a fast-paced environment.
- **Soft Skills:** Strong work ethic, exceptional time management, and a solution-oriented attitude.
- **Confidentiality:** Discretion in all aspects of the position is critical.

Core Responsibilities

- **Administrative Support:** Coordinate all front desk responsibilities and manage the office phone system, as well be the face of the office to all visitors. Will also act as administrative support to company ownership.
- **Personnel Support:** Serve as the point of contact for staff regarding office-related issues and provide orientation support for new associate brokers.
- **Digital Presence & AI Efficiency:** Manage and grow the company's social media footprint (e.g., Facebook, Instagram, LinkedIn) by creating engaging content and maintaining a professional brand aesthetic. While professional social media management experience is preferred, a strong personal background in content creation and platform trends is welcomed. Additionally, leverage AI tools to streamline administrative workflows, draft communications, and support brokers with tech-forward solutions.
- **Facility Management:** Manage vendor relationships, supply inventories, and act as a liaison for building management services.
- **Technical Assistance:** Troubleshoot IT issues for general office equipment and serve as an in-house resource for company platforms.
- **Broker Support:** Ensure our real estate brokers have the support that they need in order to be successful. From onboarding, to continued support on all office platforms, this role will serve as the go-to expert on all the tools we provide to our brokers.
- **Events & Culture:** Assist with the creative planning, coordination, and execution of company-hosted events and meetings.
- **Internal Relations:** Proactively support team members by providing positive feedback and encouragement via various communication channels.

Compensation & Benefits

- **Salary:** \$48,000 - 52,000 per year to start (dependent upon experience).
- **Job Type:** Full-time, In-person at our Albuquerque Uptown location.
- **Hours:** 8:30 AM – 5:00 PM, Monday – Friday.
- **Benefits:** 401(k) with company match after one year of employment.
- **Paid Time Off:** Fourteen days of PTO and eleven paid holidays.