

**Seeking: Director Of First Impressions - December 2021**

Keller Williams Milwaukee North Shore  
205 E Silver Spring Dr  
Whitefish Bay, WI 53217

**Ideal Candidate & Summary:**

Keller Williams Milwaukee North Shore, Wisconsin's largest residential real estate office, is seeking to hire an incredibly organized & radiantly positive individual to join our leadership team to serve as the Director of First Impressions. Our ideal servant leader enjoys working & interacting with others to create a welcoming environment that engages associates, clients and visitors alike. This leader is comfortable working in a fast paced environment with a strong sense of emotional intelligence. You will be responsible for all organization of "front of house" administrative functions of maintaining a culture of productivity. This leader relishes the opportunity to build, implement, and manage multiple systems to create efficiencies of operations.

**Duties & Responsibilities:**

- Welcome all agents, clients and visitors
- Answer & direct all incoming calls
- Maintain systems for document processing
- Maintain intake system for closing documents & receipt of earnest money
- Scan, process & file closing checks and statements
- Driving associate Recognition & Engagement
- Maintains a high degree of interpersonal communication skills with associates, vendors, and clients via phone, email, text and other means of communication
- Coordinating & scheduling office/conference room usage
- Sourcing & Procurement of office supplies
- Maintaining & upholding the office environment for appearance
- Set up & takedown for events hosted within the office
- Oversee additional administrative tasks as assigned or needed

**Knowledge & Skills:**

- High School graduate or above
- Strong written and verbal communication skills
- Google Suite (Email, Calendar, Drive, Etc)
- Basic social media skills

**Additional Notes:**

- **Schedule:** Monday through Friday 8:30am-5:00pm in the office
- Health Benefits provided within first 60 days of employment
- Generous Paid Vacation

***Interested Candidates please reach out to:  
sydneywarner@kw.com***