



We are Hiring! Who do you know that we should know?

The Partners Marketing Group is currently hiring a Custom Closing Liaison to start as early as January 2021.

**Job Title: Customer Closing Liaison:**

- Scheduling walkthroughs, key handovers, and opening for appraisers
- Perform walkthroughs, key handovers, and appraisers
- Assist sales team with paperwork, and Top Producer data entry
- Opportunity to make extra money during sales events on weekends

This is a fast-paced role that will require high organizational skills as well as an outgoing personality, who works great with the public and is able to adapt to situations quickly and solve problems efficiently. This role is a huge support to the sales team and contract administrator and will include some sales assistant duties such as data entry, contract paperwork liaison and key handovers. Training will be provided. Experience is valued but not necessary, program experience is a strong asset but also not required.

Schedule: Monday-Friday Full time

Compensation: Salary pay \$3,360/month with room for growth and bonuses

Programs: Adobe and Office 360 (Microsoft Excel and Word)

Please send all resumes to [thepartnersresumes@gmail.com](mailto:thepartnersresumes@gmail.com)

Check out more about The Partners Marketing Group at [www.thepartnersmarketinggroup.com](http://www.thepartnersmarketinggroup.com)