

Sand Dollar Real Estate located in beautiful Goose Rocks Beach, Kennebunkport is seeking a Dynamic Rental Agent/Administrative Assistant to fill a full-time position.

The Rental Agent/Admin will be a team player in helping to service vacation rental properties and guests during the spring, summer and fall season, ensuring each guest has a perfect vacation experience! During the winter months he/she will be servicing long term winter guests and preparing for the next summer season. He/she will also provide reception duties by representing Sand Dollar in greeting and establishing positive relationships with customer/clients. We're looking for a responsible/reliable candidate, with a strong work ethic and a desire/interest in hospitality.

Some duties Include:

- Show summer vacation properties and winter rentals to fill vacancies while providing the appropriate disclosures.
- Prepare advertising for winter rental vacancies, collecting and checking references/credit, accepting payments, preparing leases and handling issues as they arise.
- Handle various property management requests from clients/customers and Broker.
- Ability to problem solve, troubleshoot and resolve issues with homes, its systems, customers/clients that may arise through-out the day.
- Mechanically inclined/tech savvy.
- Prepare office for Saturday guest arrivals, check-ins.
- Update and maintain MLS charts, posting boards, brochures for reception.
- Maintain office supplies.
- Prepare marketing materials, social media posts.
- Take photos.
- Run various errands for supplies and to fulfill customer/client's needs/wants.
- Ability to capture sales leads and direct those calls to the broker on duty.

Superior Customer Service Skills, excellent Organizational and Communication skills (internally and externally). Reliability, while demonstrating a sense of shared Leadership and Ownership. Strong work ethic. Adaptability to a fast-paced working environment while maintaining a professional demeanor. Must be detailed, follow-through is a must.

Knowledge of Word, Publisher, excel or desire to learn. Five-day work week, must be available Saturday's and some on-call work required. Compensation dependent upon experience, however we are willing to train the right candidate