

North Texas Real Estate Resources, Inc.
Job Description

Job Title: Key Services/Store Inventory Coordinator

Division: Dallas

Department: MLS Department

Reports To: MLS Director

FLSA Status: Non-Exempt

Summary: Responsible for providing REALTOR Store and Key Services to eligible members, including the processing and recording and issuing of new keys or key boxes, replacements, and returns. Maintains Key Service and REALTOR Store department product inventory. Provides inventory support to all MetroTex Service Center sites by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Issues and assigns Keys and Keyboxes to eligible members. *
2. Trains members on use of Keys and Keyboxes.*
3. Generates Supra system reports for members related to keybox or key activity.*
4. Troubleshoots Key or Keybox problems.*
5. Processes, documents and tracks all shipments to and from Supra and all orders placed with Supra for new products including maintaining up to date and accurate Keybox/Key inventory.*
6. Fills Supra product and weekly store merchandise/office supply orders as received for all MetroTex Service Center sites.*
7. Stocks and maintains inventory in back stock storage areas.*
8. Places product prices and charge code identification on store products for member sales processing.*
9. Processes point of sale purchases in the REALTOR Store.*
10. Checks Key Service and REALTOR Store departmental voicemail and email frequently and replies as needed.*
11. Receives all shipments, reconciles packaging slips and delivers internal packages to the appropriate staff or department.
12. Orders and maintains office supplies for the company.
13. Maintains a clean and organized retail store and key service operation at all times.
14. Maintains a friendly, cordial atmosphere at all times.

15. Processes credit reports for eligible members as backup to the REALTOR Store Coordinator.

16. Maintains departmental office supplies, files, completes correspondences, assists in web page upkeep and other administrative duties as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite and internet software.

Education/Experience:

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Valid driver's license

Knowledge, Skills and Other Abilities:

- Customer service skills
- Time management skills
- Ability to multi-task
- Oral and written communication skills
- Courtesy and Professionalism

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.