

REAL ESTATE BROKERAGE | PROJECT MARKETING | DEVELOPMENT SERVICES | FURNITURE +
INTERIOR DESIGN | LOGISTICS | HOSPITALITY ...FOR URBAN LIFESTYLES

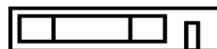
The Urbanspace Difference

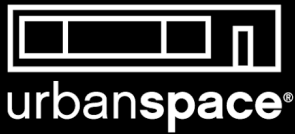
For over two decades, Urbanspace has spearheaded the real estate and design growth of Austin's downtown and urban core through its wide breadth of local knowledge, years of experience, international design acumen and shared desire for living the urban lifestyle. Founded in 2000 out of an entrepreneurial vision to develop an on-the-ground real estate firm that could uniquely provide turn-key solutions to the needs of downtown and urban core residents, Urbanspace has led the way for downtown development as the original urban core real estate service provider.

Urbanspace has evolved into a turn-key living solution, providing residential & commercial real estate brokerage, condo project marketing, development, interior design services, a furniture showroom with over 100 lines, white glove moving services, and hospitality concepts. Leveraging the wide breadth of local knowledge, years of experience, international design acumen and a shared desire for living the urban lifestyle, Urbanspace has driven the real estate and design growth of Austin's urban core for over two decades.

Our team is composed of attentive lifestyle specialists who have a proven track record of success. Urbanspace has a respected reputation for their knowledge, community relationships, innovative and effective marketing programs and dependable follow-through, enabling a flawless process for each of our clients. Our team is committed to providing clients with a personalized and rewarding experience.

This is the Urbanspace difference.





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Urbanspace

Current Opening: Director of First Impressions

Type: Full time / Entry Level

Primary Responsibilities include:

- Ensure clients and potential clients have the best first impression of Urbanspace regardless of the initial contact point (Website, social media, walk in, call in, etc)
- Serve as the gate-keeper to leads / prospects via various sources such as website, call-ins, and walk-ins, which includes filtering and assigning prospects to Agents in a very timely manner.
- Design flyers to market listings, Realtors, and the company as well as other agent support
- Grow Urbanspace's social media and online presence with help from Digital Marketing Manager.
- Direct clients to Urbanspace Interiors and connect them with Urbanspace Interiors staff
- Assist in planning events and happy hours through all stages of the process
- Serve as a contributing member of the Operations Team and helping on an array of projects, including but not limited to the annual Urbanspace publication, the Austin Urban Lifestyle Guide
- Prepare for weekly sales meetings
- Maintain orderly function of office
- Maintain timely communication and information sharing with direct supervisor and office
- Manage and direct interns and their day to day duties
- Assist with special tasks and projects, as assigned

Required Skills / Knowledge include:

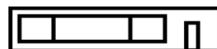
- An interest in Real Estate and or Interior Design
- A self starter, able to take directions and deliver on results for assigned role and designated duties with accuracy, attention to details, and follow through
- Exhibit strong customer service skills and professionalism
- Demonstrate the interpersonal skills necessary to communicate effectively and professionally
- Demonstrate organizational skills required to plan and prioritize duties, tasks and workload accordingly
- Demonstrate initiative in problem solving and sound judgment in decision making
- Proficient with G Suite, Excel, and social media platforms

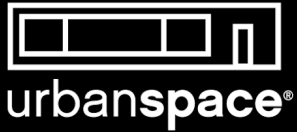
Qualification:

- Bachelor's Degree and or relevant experience

Compensation:

- \$35,000-\$43,000 base salary commensurate on experience
- \$10,000 in annual benefits including paid health, parking, and phone stipends
- \$2,000-\$10,000 performance based annual bonus
- This is an entry level role, meant for people to get in the door and a minimum commitment of 18 months and a max of 24 months before internal promotion to another role.





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- Urbanspace Perks such as 20% off Urbanspace hospitality venues and showroom purchases as well as 100% money back on real estate transactions on any personal real estate transactions and early buy-in opportunities in condo projects.

If you are interested in this position and meet the above requirements and qualifications, we welcome your application. Please submit your resume + cover letter via email to (lara@urbanspacelifestyle.com); subject: Director of First Impressions application. Urbanspace is committed to continued career growth and development.

