

MLS ADMINISTRATOR

POSITION DESCRIPTION

MLS Administrator

Reports to: Association Executive

POSITION SUMMARY

The MLS Administrator is a vital member of the team and is responsible for handling operational issues and providing support for the MLS system and all the associated technical systems. The main objective is to make the MLS and the associated systems compliant and useful for the MLS participants and members of the Association.

SPECIFIC FUNCTIONS

MLS & Lockboxes

- Provides oversight of the MLS needs of the Association
- Possesses knowledge of the MLS Rules and Regulations, lockbox rules and regulations, and policies and procedures
- Maintains partnership with MLS vendor support system
- Assists and develops a plan to provide training to the MLS and lockbox users
- Audits MLS data against MLS Rules and Regulations
- Provides MLS technical and phone support for all MLS systems including lockboxes
- Identifies and successfully resolves MLS listing problems
- Serves as staff liaison for MLS Committee for purposes of minutes and input to the meeting
- Ensures Association Executive is informed of any MLS issues

Membership

- Assists in maintaining an accurate member database(s) and promptly records all additions, changes, and deletions
- Answer phones in a professional manner, providing answers when possible and transferring calls or taking messages when needed

Website

- Assists in development and maintenance of Association website

Other

- Must be proficient in Microsoft Office
- Must have strong written and verbal communication skills
- Attention to detail and extremely organized
- Highly effective at “multi-tasking”
- Assist with planning and promoting membership events
- Performs other tasks assigned by Association Executive