

Job Description

Data Entry/Research Position
Retail Lease Trac – Dawsonville, GA

A little about our big company in a small town; Retail Lease Trac is one of the largest retail tenant database companies in North America. We provide the highest quality service to retailers, real estate brokers, developers, economic development groups, etc. We're located in our small town with a great team.

We're looking for someone who can join our group. Could that be you? Email your resume to Chase Stone at chase@rltrac.com

Job Overview:

*Responsibilities include: Growing the existing data base as well as maintaining the current data, developers & economic development groups, answering phone calls, making cold calls to potentially new concepts and calling our current contacts for our concepts, research and updating on new and existing retailers, data entry using: Microsoft Word/Excel & Google Docs/Sheets. Providing great customer service to our current and possibly new clients.

*Must be able to type 30-60 words per minute.

*Must be a self-starter with initiative.

*A strong work ethic, the ability to work independently or as a team

*Must have a strong phone personality and communication skills. Phone calls are a required part of the job.

Job Type: Full-time (40 hours per week)

Benefits include: 401K, Company Profit Sharing, Paid Time Off (Vacation/Sick/Holidays), Life Insurance, Company Paid Health Insurance, etc.

Benefit Conditions:

Waiting period may apply
Only full-time employees eligible

Work Remotely

No

Job Type: Full-time

Salary: \$14.00 per hour

Benefits:

401(k)
Health insurance
Paid time off

Schedule:

8 hour shift
Monday to Friday

Work Location: In person