**Who We Are:** Join the Sandi Gentry Team, a leading force in West Michigan's real estate market, renowned for our commitment to excellence and innovation. We care deeply about our team and are dedicated to making a difference in our community by helping our clients navigate one of the most significant decisions of their lives—buying and selling homes.

**The Role:** As a Client Care Coordinator and Social Media Specialist, you play a dual role, ensuring our clients receive top-tier service while enhancing our online presence. Your efforts are crucial in supporting our team and showcasing our brand in the digital landscape.

**Key Responsibilities:**

* **Client Support:** Manage different aspects of client interactions, from initial contact to post-service follow-up. Provide exceptional customer service, maintaining open lines of communication with clients and the team.
* **Social Media Management:** Develop and implement social media strategies to increase brand awareness and engagement. Create and curate engaging content for various social media platforms and monitor channels to respond to comments and messages.
* **Marketing and Communication:** Help coordinate marketing efforts, including preparing promotional materials and navigating social media platforms. Collaborate with our team to align social media campaigns with overall marketing goals.
* **Data Analysis:** Analyze social media data to track performance and optimize strategies. Stay up-to-date with the latest trends in social media and digital marketing.

**The Ideal Candidate:**

* Has proven experience as a social media coordinator or in a similar role, with knowledge of social media platforms and best practices.
* Familiar with digital marketing, SEO, and brand awareness.
* Proficient in Adobe Illustrator and other design software, with experience using social media management tools such as Canva, some photographing and creating reels.
* Understands social media analytics and social listening tools.
* Capable of managing relationships with partners.
* Possesses outstanding organizational skills and attention to detail, capable of juggling multiple tasks in a fast-paced environment.
* Proficient with Microsoft Office Suite and comfortable learning new software applications, including CRM systems.
* Possesses excellent communication skills, both written and verbal, with a strong presence on the phone.
* Values integrity and transparency in all interactions and is committed to fostering trusting relationships with clients and team members.

**What We Offer:**

* A vibrant environment where hard work is paired with genuine fun and opportunity.
* Opportunities for professional growth and advancement within the team.
* Competitive compensation, reflective of your experience and skills.
* A comprehensive interview process and onboarding to ensure you and the team excel.

**Why Join Us:** At The Sandi Gentry Team, our collective strength stems from the hearts and minds of our team members. We don't just sell properties—we enrich lives, fostering community and connection through every transaction. Discover how your unique talents and dedication can make a real difference as we continue to define excellence and achieve new milestones together. Join us, and let's build a future where our clients and your career can thrive.