



*We're
growing!*

The Leslie Kopp Group seeks to add a full-time
Real Estate Settlement Coordinator to our
Bethany Beach office!

This professional will be responsible for managing communication and deadlines to ensure a smooth transaction from executed contract through settlement and provide office coverage and support to our sales team. Experience a plus, but we are willing to train the right person!

Minimum Qualifications:

- Organized, detail-oriented and demonstrates a positive attitude.
- Able to handle multiple tasks and prioritize them to meet tight deadlines.
- Team-oriented and collaborates effectively with others.
- Proficiency with using Microsoft Office and other computer systems a plus.
- Administrative support and/or customer service experience required.
- Real Estate or Legal experience a plus.
- Associate or bachelor's degree preferred.

Submit resume to: Marianne Gold,
Email: marianne@lesliekopp.com