

EXHIBIT "A"
Bigfork Office Manager, Job Description

This is a full time (40 hours per week), non-exempt position - Monday through Friday, 8 am to 5 pm with an hour lunch.

The Managing Broker of the office at 420 Electric Avenue, Bigfork is the immediate supervisor along with the HR Director in the PureWest Kalispell office. This position is the only paid staff at this location consequently needing someone very reliable to open and close the office.

Requirements: working knowledge of basic Microsoft Office programs, customer service experience, and willingness to work independently.

Job duties are as follows:

- Answering Phones
- Greeting and Directing Prospective Clients
- Ordering Supplies as Needed
- Filling Outside Magazine Racks as Needed
- Keeping Flyer Boxes Filled and Current
- Watering Plants as Needed
- Daily Mail Check (or as needed)
- Maintain Monthly Agent Floor Schedule
- Track Agent Postage and Lockbox and Printing for End of The Month Totals
- Schedule Agent Showing Appointments
- Obtain New Agent Documents and Forms/Obtain Exiting Agent Documents and Forms
- Maintain Agents' Sale Folders and Audit Folders and Transaction Desk for Proper Documents
- Look over and ensure all documents are in files and activate New Listing's for Agents
- Close Sales in MLS for Agents and approve payment
- Order Sign Removal If Needed for Agents
- Upload Property Ads for Agents
- Minutes for Weekly/Bi-Weekly Office Meetings
- Order and track Signs for Agents - Interact with our Sign Company
- Decorate and plan for various holiday events
- Maintain and upkeep scrolling listings on Front Office Television for Advertising
- Manage expenses for the Office
- Consult with Managing Broker to help with property management issues