

## **START UP OFFICE SPACE AVAILABLE**

**Are You Looking For An Entry Level Computer Business Location? Great Lakes and Land Real Estate Company is offering Start-Up Office Space with Staff Support, in exchange for Needed Office Computer Maintenance. Please apply with a written resume to Great Lakes and Land, 12 West Broad Street, L'Anse, MI 49946**

**Description:** Listing Entry/Maintenance Clerk

**Listing Entry/Maintenance Clerk Job Purpose:** Maintains multiple listing databases by entering new and updated real estate listing information.

### **Listing Entry/Maintenance Clerk Job Duties:**

- Enters real estate listing data on multiple sites by inputting alphabetic, numeric, and photographic information according to screen format.
- Daily maintenance of real estate listing data.
- Verifies entered real estate listing data by reviewing, correcting, deleting, or reentering data; combining data from systems when listing information is incomplete; purging files to eliminate duplication of data, purging files when listings expire.
- Responsible for entry of real estate listing data changes by inputting new or revised data; reviewing output.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains client confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Meet weekly with management team to report on activities.

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