

The Greater McAllen Association of REALTORS® is currently seeking a Member Services Director. This position is a vital member of the team and is responsible for assuring superior customer service to all association members and successful operations of the front office. This position performs a wide variety of administrative support functions with minimum guidance, frequently in a confidential fashion.

Successful candidate will act as the central point of contact for all association members therefore will play a primary role in promoting a professional image and valued reputation. Membership Director is to coach and mentor the Receptionist and Member Services Coordinator. During the course of a day, we provide new members with an engaging member experience, and ensure they take advantage of member products and services that will support their real estate practice as well as be a heavy leader of events.

You will work in a positive team environment where we support one another with the ultimate goal of bringing success to our members in their daily real estate practice. The Greater McAllen Association of REALTORS® is located in McAllen Texas servicing over 1,900 Members.

A competitive compensation package with comprehensive benefits is offered by GMAR. Interested Candidates may submit their resume and salary requirements to ceo@gmar.org.

QUALIFICATIONS:

- Bachelor's degree in related field preferred or equivalent combination of education and experience.
- Previous supervisory experience in customer service preferred.
- Excellent personal computer skills and experience with standard business software.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.