

## Junior Project Manager

We are Discount Lots ( <https://discountlots.com/about-us/>) a US based, growing real estate company that's continuously disrupting the industry and becoming a market leader.

We are expanding our team in North Macedonia and are looking to hire an organized Junior Project Manager who has experience working at startups and is a born winner!

The perfect fit to this role would be a professional that has an eye for deals and strives to keep things under control.

The job position:

As you join the company, the key responsibilities will include assisting the Project Manager in driving projects forward, contributing to their successful completion, and learning the ins and outs of the organization. Therefore, you must be an exceptional problem solver, able to work independently or with minimal guidance, and possess strong project management skills.

Requirements:

- A detail-oriented approach and strong project management skills
- A background in project management (preferred)
- Familiarity with Slack, Asana, Airtable, Salesforce, Dialpad, Skype, and Office & Google Suite (not required, but beneficial for easier transitioning); proficiency in Salesforce, Slack, and Google Suite is highly important
- Ability to balance multiple projects simultaneously
- Real estate background or experience (not necessarily)
- Previous project management experience
- A strong desire for professional development
- Flexibility in working hours, with at least 4 hours of overlap in the morning EST time (2 pm Macedonian Time)

Responsibilities:

- Optimise land listings for pricing and consistency
- Manage an optimisation system to lower days on market for the land listings
- Analyse market data to find promising new land markets
- Download and analyse land market data to organise and send for direct mail and cold calling campaigns
- Segment raw data lists to optimise costs per mailing campaigns
- Organise skip-tracing data lists for mailing and cold-calling purposes
- Report and work closely with the Acquisitions, Sales, and Marketing Managers
- Conduct research on various given topics and report the results of that research
- Analyse the real estate market and identify trends
- Perform market research and analysis, acting as an online investigator on various topics as needed
- Make phone calls to local real estate agents in the USA to understand market conditions (training provided)
- Report to the company owners on ideas and opportunities for improvement

Compensation and Benefits:

- Monthly salary of \$1500 - \$2000\*
- Full-time and fully remote position
- Flexible working hours with some overlap of at least 4 hours in the morning EST time (Monday-Friday)
- Opportunity for professional growth, with the potential to advance from Junior Project Manager to a full-time Project Manager as the role continues to develop and expand.

Discount Lots wants to thank you for your interest in our job post.

We are looking forward to your application!