

Acquisitions Chief of Staff

Eleven Talents Real Estate 📍 Omaha, NE

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Job Description

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Eleven Talents LLC is a closely held real estate firm with multiple areas of focus including single family re-development, real estate development, investment real estate, lending and tax lien investing. These focus areas make up six closely held operating companies with shared staff and resources. The firm is grounded in our faith, core values and the desire to bring out the best in everyone associated with our organization.

If you have a keen eye for detail, have experience as an Executive Assistant and ready for the next step in your career, this role is perfect for you. Be a key player in a growing organization that plays a unique role by partnering with our Chief Acquisition Officer and Acquisition team planning, collecting data and driving internal teams to deliver for our overarching acquisition department.

This role operates in tandem with the Acquisition Leader, who makes daily investment decisions on whether to purchase foreclosed real estate across Nebraska and Iowa. This role authenticates that internal sales research is both correct and comprehensive. This position also develops and monitors the inspector and foreclosure sale attendees' daily schedules and establishes that company resources are efficiently deployed.

Essential Functions and Responsibilities include, but not limited to:

- Formulates and disseminates daily foreclosure sales assignments, serving as a liaison between the Acquisition Leader and foreclosure sales attendees;
- Strategizes routes for all Nebraska and Iowa property inspections across internal departments, while additionally servicing field calls from inspectors that will occasionally come after hours;
- Tracks down opening foreclosure sale bids by conversing with relevant external contacts;
- Verifies that 2-week outlook of internal foreclosure research is accurate and complete for the acquisitions leader's daily review;
- Immediately communicates changes in the status of foreclosure sales and reacts appropriately;
- Certifies that foreclosure sale attendees possess relevant requirements and documents necessary to bid;
- Pursues special research requests and coordinates with internal research and valuation teams as requested by Acquisition Leader;
- Other duties as assigned.

EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS:

- Associate's or Bachelor's degree with emphasis in real estate, business administration or related field highly preferred; direct real estate experience or background in the industry preferred;
- Strong command of Microsoft Office Suite as well as the capability to quickly learn internal software programs;
- A self-starter who can operate independently while working closely with Acquisition Leader;
- Ability to communicate effectively with all levels of company personnel and external contacts;
- Must be a strategic, forward-thinking leader who is also an innovative "out of the box" thinker;
- Maintains resilience under pressure and can flourish in potential high-stress situations;
- Strong interpersonal skills required - charismatic, personable and easily builds and establishes relationships;
- Strong attention to detail, super organized, data driven and analytical skills required;;
- Thrives in a fast-paced environment with the ability to multi-task efficiently and effectively;
- Strong verbal and written communication skills a must;
- Stellar time management skills are crucial to the position's success.

This full-time position offers a highly competitive benefits and compensation package including two group health insurance options: PPO or HDHP plans, dental, vision and voluntary life insurance at nominal costs as well as additional individual policy offerings of Direct Primary Care, Accident, Critical Illness and Hospitalization plans. Also available are Flex Spending Accounts (medical and dependent care) and/or an HSA account (with an HDHP). Company paid benefits include a \$50K Life/AD&D Plan, Short and Long Disability Insurance plans, 401(k) with matching provision, unlimited vacation policy, 5 sick days per calendar year, 8 1/2 paid holidays and working in a collaborative, high energy team environment. This is a GREAT opportunity for the right person! Apply now!