



CARMEL REALTY COMPANY

ESTABLISHED 1913

ESTATE SERVICES COORDINATOR

Carmel Realty Company is currently searching for a full-time Estate Services Coordinator and team member to help manage the client experience of visiting owners' world-class homes in Carmel and Pebble Beach. Since 1913, Carmel Realty Company has been a locally owned family business, located in downtown Carmel and has enjoyed an impeccable reputation as the premier luxury brokerage and property management company on the Monterey Peninsula. We have consistently won awards for Best Place to Work, Best Real Estate Company and Best Property Management Company. Carmel Realty and its sister brand, Monterey Coast Realty, are now the largest independent real estate company on the Monterey Peninsula. If you would like to be a part of the team and expanding our incredible brand, please submit your resume to jobs5@carmelrealtycompany.com Please send your resume along with a cover letter.

Estate Services Coordinator - Responsibilities

Responsible for all functions of the estate services coordinator with estate management homeowners, realtors and guests.

- Conduct property inspections, collaborate on projects, maintenance initiatives and facilitate clear timely communication with resolution
- Deliver exceptional customer service with keen attention to detail and follow-through
- Provide personalized concierge services across all departments, including errands, and appointment scheduling with guidance from the team
- Support division teams with administrative tasks and special projects
- Coordinate and oversee vendor access, attend appointments and ensure quality standards
- Maintain organized property records, inspection notes, and service documentation
- Manage sensitive homeowner and guest information with discretion and confidentiality
- Support onboarding and orientation for new homeowners, guests, or service providers
- Maintain flexibility for occasional evening and weekend availability
- Adapt to new projects and responsibilities as needed
- Possess knowledge of home maintenance and troubleshooting (preferred, willing to train)

Required Skills & Qualifications

- Outgoing, dedicated, and committed to delivering exceptional customer service.
- Experience working with high-end clientele, with a strong understanding of confidentiality and discretion.
- Basic understanding of property management principles.
- Ability to multitask, prioritize, and stay highly organized in a fast-paced, dynamic environment.
- Strong computer skills, including proficiency in Microsoft Outlook, Word, and Excel.
- Forward-thinking and proactive in identifying and resolving issues. Excellent verbal and written communication skills
- Opportunity for Advancement
- 1 year or more of customer service experience in hospitality or concierge type of work, project collaboration, maintenance or similar areas of expertise
- Provide your own reliable vehicle with mileage reimbursement for work travel