



WE'RE HIRING

BAILEY ROUTZONG

SEEKING A MOTIVATED INDEPENDENT GOAL ORIENTED

SALES ASSISTANT



BAILEY ROUTZONG IS EXPANDING OUR TEAM OF PROFESSIONALS

Bailey Routzong — the 25-year-old leading brokerage firm in the early education school business — is looking for the right person to assist our Client Advisors in The Woodlands, Texas office performing a variety of responsibilities. The ideal candidate will improve and expand our current level of professionalism and have experience in marketing design and commercial financial analysis. The qualified candidate for this position will be thoroughly trained in the Bailey Routzong process and protocols to be successful.

RESPONSIBILITIES

- Prepare business valuations from client financials using proprietary processes
- Create sales presentations and marketing packages
- Research commercial real estate documents and databases
- Manage due diligence process
- Assist Client Advisor as needed to facilitate completion of transactions

REQUIRED SKILLS AND EXPERIENCE

- Intermediate to advanced proficiency in Microsoft Word, Excel, and Power Point
- Intermediate to advanced proficiency in Adobe InDesign
- Experience analyzing and understanding business financial statements
- Minimum Associates degree from an accredited college (preferably in business, accounting, or finance)

PREFERRED SKILLS AND EXPERIENCE

- Bachelor's degree from an accredited university (preferably in business, accounting, or finance)
- Experience with business and/or real estate valuations and/or commercial transactions
- Experience with for-profit private school operations or business management
- Creative and professional writing skills
- Familiarity with Microsoft CRM

COMPENSATION: SALARY AND BONUSES

This is a salary+bonuses full-time position out of The Woodlands, Texas office. Compensation is broken down between base salary plus bonuses on completed transactions. Annual salary will be based on experience and ranges from \$50K-\$60K. Bonus percentages scale upward based on revenue generated by the Sales Department and is paid as transactions close (over 5-year period, annual bonus amounts should approach base salary level). Additional benefits include standard vacation and a stipend for health benefits.



Send Resumes To:
ClientServices@BaileyRoutzong.com
Subject: Sales Assistant Position

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