



WE'RE HIRING

BAILEY ROUTZONG

SEEKING A MOTIVATED INDEPENDENT GOAL ORIENTED

SALES ASSISTANT



BAILEY ROUTZONG IS EXPANDING OUR TEAM OF PROFESSIONALS

Bailey Routzong — the 29-year-old leading brokerage firm in the for-profit private early education school business — is looking for the right person to assist our Client Advisors in a variety of responsibilities, which does not include outgoing sales calls. The ideal candidate will improve and expand our current level of professionalise and have experience in marketing design and commerical financial analysis.

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 commercial 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

This is a salaried 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 position and is paid as transactions close (over 5-year period, annual bonus amounts should equal base salary). Additional benefits include standard vacation and a stipend for health benefits. which are not provided by the company.



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

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