

Sara's Support Services



LISTING SUPPORT

- Upload Photos/Supplements to the NWMLS
- Add Video/Tours to the NWMLS
- Add Brokers Opens/Open Houses to the NWMLS
- Create Social Carousel/Animation, Post on Office Channels
- Create Social Media Announcement for Agent's Channels
- Order Sign Installation
- Send an Announcement Email (*upon request for Premier Listings and/or agents with email lists set up on MailChimp*)
- Prepare Weekly Listing Status Reports

MOXI WORKS

- Moxi Present/Engage Troubleshooting
- Upload Presentation Pages to Moxi Present (*Upon Request*)
- Import/Export Contact List Spreadsheets To/From Moxi Engage

SOCIAL MEDIA

- Help with Account Set Up
- Post to Facebook Business Page, Twitter, LinkedIn, and/or Instagram Business Page on Your Behalf
- One-on-One Meetings to Create a Custom Posting Schedule Including Office-Generated and Curated Content
- Create Graphics for Posts
- Write Captions for Posts

TECH SUPPORT

- One-on-One Meetings
- Computer Troubleshooting
- Print Driver Setup

ADMIN SUPPORT

- Manage Keys and Locks
- Complete Print/Copy/Scan Requests and Troubleshoot Printer Issues
- Order Business Cards & Signs
- Other Projects As Needed Upon Request