

*Join a great team and help us onboard new members (DFW area real estate agents and brokers), to the over 25,000 that are part of the 5<sup>th</sup> largest local real estate Association in the country. During the course of a day we provide new members with an engaging member experience, and ensure they take advantage of member products and services that support their real estate practice.*

*You will work in a positive team environment where we support one another with the ultimate goal of bringing success to our members in their daily real estate practice.*

The MetroTex Association of REALTORS®, located in Irving, TX is currently recruiting for an entry level *Member Services Specialist*. This position will be supporting our Grapevine Service Center.

The ideal candidate will be a dynamic, member focused individual who can deliver a high quality customer service experience through the efficient onboarding of prospective and/or former members.

Within the framework of the Member Services Department, this position will build strong relationships between members and the Association, assisting members with the many products and services available to them and providing members with the information and guidance on an ongoing and continuous basis, in response to their individual needs.

A competitive compensation package with comprehensive benefits is offered by MetroTex (EOE). Interested candidates may submit an application, resume and salary requirements to [ginnyh@dfwre.com](mailto:ginnyh@dfwre.com).

[Job description](#)

[Job application](#)