



# Rebekah Singer

Vice President of Operations & Marketing

## CONTACT

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## MARKETING

- Oversee, monitor and uphold the integrity of the Windermere brand
- Enforce sign standards
- Approve/deny signage that deviates from the norm
- Approve/deny all business cards
- Supply offices with approved images and logos to use in their personal pieces
- Oversee and assist with the creation of offices/agents personal advertising
- Monitor, post, and interface WSMW business social media pages
- Uphold integrity of Premier Properties program
- Create Premier News Update email bi-monthly
- Communications to all within WSMW service area

## OPERATIONS

- Collection of franchise forms monthly from all WSMW affiliates
- Reporting/receiving/invoicing/billing/distribution for all franchise fees, foundation fees, offices charges
- Responsible for the various Black Pearl companies A/R's
- Reporting: for owners, accountant, legal, Seattle accounting
- Oversee all insurance (medical, dental, business)
- Banking – checks, deposits, relocation monies, reports, audits
- Handling of all paperwork for new offices, and changes to current offices
- Interface with Seattle legal and accountant entities

## NEW AGENT ORIENTATION

- Provide training presentation to new agents
- Custom Xpress
- Premier Properties
- Luxury Portfolio

## CONTINUING EDUCATION

- Maintain WA State Broker's license – 30 CE credits