



Project Specialist (Administrator)

Stanley Real Estate Media | Part-Time | Toccoa, GA or Remote

About Us

Stanley Real Estate Media is a fast-growing real estate media company helping agents, brokerages, and builders elevate their marketing with high-quality photo, video, drone, and digital content. We specialize in producing professional visuals and storytelling that help real estate professionals stand out and sell faster.

We're looking for a **Project Specialist / Administrator** who's organized, proactive, and thrives on keeping operations running smoothly. This is a part-time role with the potential to grow as the company expands.

(Fun fact: our team believes the best projects run on good systems and great playlists — mention your favorite song to work to in your video application so we know you read this! Please refer to the bottom of this job description for further instructions.) 🎧

Position Overview

The **Project Specialist / Administrator** will be the operational backbone of Stanley Real Estate Media — ensuring that every shoot, delivery, and client interaction happens seamlessly.

This role combines project coordination, client communication, and administrative support. You'll help manage our internal systems, assign jobs to our creative team, and ensure each client receives the high level of service we're known for.

If you love checklists, clear communication, and keeping creative teams organized, then this role is for you.

Key Responsibilities

Project Coordination

- Coordinate and manage media projects from scheduling through final delivery.
- Assign jobs to photographers, videographers, and editors based on availability and skill set.
- Track project progress and deadlines using our project management system (Notion / Spiro).

- Oversee quality control and ensure all deliverables meet brand standards.

Client Communication

- Serve as the main point of contact for clients, ensuring excellent communication and service.
- Confirm bookings, send prep checklists, and manage post-shoot follow-ups.
- Handle client revisions, special requests, and general inquiries with professionalism and care.

Administrative Support

- Manage invoices, payments, and client account records.
- Support the owner with administrative tasks, reporting, and internal coordination.
- Maintain and improve internal workflows and systems to increase efficiency.
- Assist with scheduling, calendar management, and weekly team organization.
- Willingness to be trained in Photoshop to assist in our routine photo editing processes.

Qualifications

Required:

- Strong organizational skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- Proven ability to manage multiple projects and deadlines simultaneously.
- Tech-savvy and comfortable learning new software tools (project management platforms, CRMs, Google Workspace, etc.).
- Reliable, proactive, and able to work independently.

Preferred:

- Experience in administration, project management, or client services.
- Familiarity with real estate, media, or marketing industries.
- Experience using Notion, Spiro, or similar tools for project and client management.
- A natural problem-solver who enjoys improving systems and finding creative solutions.

Compensation & Growth

- **Part-Time Position** — flexible schedule with remote work options.
- Competitive hourly rate based on experience.
- Potential growth opportunities as the company continues to scale.
- Collaborative, creative work environment with a supportive team.

Who You Are

- Detail-oriented — you catch things others miss.
- Organized, dependable, and self-driven.
- Confident in communicating with clients and teammates alike.
- Energized by structure, process, and creative collaboration.
- Excited to be part of a fast-moving, growing media company.

How to Apply

Please refer to this link: [APPLY NOW](#) and have the following documents/content ready to upload:

1. **Your Resume**
2. **A short video introduction (1–2 minutes)** — tell us:
 - Who you are and what excites you about working with Stanley Real Estate Media
 - Why do you think you'd be a great fit for our team

Only applicants who include the video will be considered — we're looking for detail-oriented team members who follow instructions carefully!

Please send your questions, concerns, or any other needed documents to stanleyremedia@gmail.com with the subject line: **“Project Specialist / Administrator – [Your Name]”**