

General Job Description

- Prospect for new clients on a daily basis from various lead sources
- First respondent to incoming leads from internet sources, craigslist, sign calls, etc.
- Schedule appointments for Listing and Buyer Specialists
- Input/manage client database
- Input/manage lead database

Job Specific Skills

- Communicates effectively with peers, superiors, customers, and vendors in written and verbal form.
- Practices, memorizes, and internalizes scripts.
- Ability to block out distractions and listen intently to the conversation that is occurring.
- Creates a sense of comfort and familiarity through their ability to build rapport.
- Excellent organizational and time management skills.
- Organized, systematic, and detail-oriented.
- Results oriented and high achiever.
- Basic understanding of computers and navigating the Internet.
- Excellent organizational and time management skills.
- Career development and training focused.
- Strong phone voice

Key Activities & Duties

- Practice, memorize and internalize scripts at least 1-2 hours /week.
- Work a pre-planned 20+ hour part-time work week.
- Prospect for new clients on a daily basis 1-2 hrs/day.
- Make 50-100 contacts per week calling on:
 - Expired Listings/FSBOS
 - Sphere of Influence
 - Past Clients
 - Just listed/just sold
 - Open houses
- Do 5-10 hours of lead follow-up per week.
- Manage 50+ new leads each week & work existing leads to convert into buying/listing appointments.
- Manage contact database system.
- Call past clients and your sphere of influence to ask for referrals.
- Willing to be held accountable for goals/results.
- Attend training and establish daily role-play partners.
- Set up an "Ideal Week" that blocks time for your 20% - key activities.
- Track all of your key business activities. Set weekly goals.
- Measure conversion ratio and meet performance benchmarks.