

### Job Duties & Responsibilities

- Show homes to prospective home buyer clients
- Drive with or alongside buyer clients to provide access and view homes
- Identify homes to show that meet buyers' criteria
- Schedule showings of homes with buyer clients, listing agents and/or home sellers
- Refine buyers' criteria and select additional homes to show as necessary
- Schedule and attend on-site property inspections with clients and vendors
- Provide buyer clients access to homes under contract as needed for measuring, inspecting, and etc.
- Promptly return all buyer client telephone calls, texts and/or emails.
- Gather and answer buyer questions about potential homes and local community information
- Provide buyer clients pricing information and market research
- Educate buyer clients about home buying process
- Regularly assure buyer clients that lead agent is involved & informed - Promote the team concept
- Keep lead agent informed on all client communications and developments (copied on all emails & update notes in CRM)
- Close buyer clients to written offers to purchase

### Growth & Development Training

Showing Assistant will be responsible for developing the following skills by shadowing lead agent or buyer's agent, in addition to attending all office training related to these duties. Once Showing Assistant has demonstrated the ability to perform these tasks proficiently without assistance and has met all production standards, Showing Assistant will become eligible for the Buyer's Agent/Specialist role.

- Attend all office training for working with buyer clients
- Convert buyer leads to buyer consultation appointments
- Conduct buyer consultation appointments
- Obtain buyer client signatures on buyer agency agreements
- Ensure that buyer clients are pre-qualified with mortgage lender
- Prospect for buyer leads
- Overcome buyer objections
- Write offers to purchase homes for buyer clients
- Negotiate contracts until offers are accepted
- Negotiate inspection repairs