



/AGENT

JOB DESCRIPTION

HIGH-POWERED HOW-TO

As a real estate professional, your goal is to provide the best service to each ONE of your clients in every step of the home buying (or selling) process.

MAJOR RESPONSIBILITIES

50% - Prospecting: Expand your client base by actively marketing RealtyONEGroup's number ONE services (such as listing, selling, and referring) to prospective buyers and sellers.

20%

LISTING: Add to RealtyONEGroup's inventory of salable listings through formal listing presentations to prospects.

15%

SELLING: Handle all phases of the selling process from buyer qualification through contract negotiation, closing, and follow-up.

10%

PERSONAL SKILLS DEVELOPMENT: Take part in RealtyONEGroup's creative coaching programs; stay up-to-date on current market trends; participate in additional outside workshops for personal and career development.

5%

REFERRING: Increase the consumers' awareness of relocation services; initiate referrals through the company network for all out-of-town buyers.

NAME: **DATE:**

MANAGER: **OFFICE:**