

JOB DESCRIPTION: REAL ESTATE CONSULTANT

POSITION PURPOSE: A Real Estate Consultant is responsible for all elements of residential real estate sales including industry networking, acquisition of new listings, client property tours, client customer service, and contract preparation.

DUTIES AND RESPONSIBILITIES:

- Develop and manage an annual business plan.
- Participate in appropriate industry groups and events to build their network of potential buyers and sellers.
- Arrange for and provide home tours for prospective buyers.
- Oversee communications to previous customers, or to customers whose transactions are in progress.
- Interview clients to determine their property needs.
- Write offers to purchase on residential properties.
- Present purchase offers to seller for consideration.
- Coordinate property closings.
- Advise clients on market conditions.
- Work with marketing staff members to coordinate the production of marketing materials, such as plat maps, brochures, website content, ads, etc.
- Design, coordinate and implement strategic plan initiatives on a project by project basis.

KNOWLEDGE & SKILLS:

- Strong sales presentation & negotiation skills.
- Strong ability to “close” sales transactions.
- Highly motivated with a passion for success.

- Excellent interpersonal skills with ability to build rapport and deliver exemplary customer service to a wide range of personalities.
- Professional image, manner and presence.
- Networking and time management skills.
- Good attention to detail (contract preparation).
- Ability to track and meet multiple deadlines and priorities.
- Intermediate computer skills including Microsoft Excel, Outlook, Publisher and Word.
- Ability to learn details and processes of the residential real estate industry.
- Ability to use MLS and other web-based search engines for research and analysis. (Knowledge in Propertybase, DocuSign, Zipforms, Loopnet & Xceligent is a plus)

WHY JOIN THE POINT REAL ESTATE TEAM?

Point Real Estate prides itself on the pursuit of excellence with Best in Class brokerage services. To that end, we need individuals with superior motivation and a strong entrepreneurial mindset that can provide exceptional value to their customers. Those that understand that partnering with a successful and creative company will help lead them to success.

- Constantly Receive Buyer Leads
- Generous Commission Splits depending on performance
- Support Staff necessary to manage the entire sales process
- Assistance in Developing Agent Website
- Unlimited Income Potential
- Flexible Work Schedule
- Career Growth Opportunities
- Full Time Position

PHYSICAL REQUIREMENTS

- Ability to drive and travel to potential and existing listings, sometimes accompanied by passengers including buyers.
- Ability to tour land and residential properties on foot with prospective buyers.
- Ability to operate office machinery and tools including but not limited to: telephone, cell phone, computer, copy machine, fax machine, printer, scanners, etc.
- Close vision (clear vision at 20 inches or less)
- Color vision (ability to identify and distinguish colors)

DESIRED SKILLS & EDUCATION

Education:

- A four year degree in a Business Administration, Sales, Marketing, or related field is preferred.
- A Wisconsin Real Estate Salesperson's or Brokerage license is required.

Experience:

- 5 years of Sales experience preferred but will train the right person(s)

IN COMPLIANCE WITH THE Americans with Disabilities Act, a "reasonable accommodation" will be made for an individual with a known physical or mental limitation unless it would require an action of significant difficulty causing undue hardship. This document covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.