



Real Estate

4 job description templates for real estate roles

Real Estate Roles

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Real Estate Agent

Job description

We are looking for a competent Real Estate Agent. You will be the perfect middleman who caters to the needs of both properties' sellers and buyers.

- Help clients search through listings.
- Make appointments with clients to show properties.
- Process payments for the retainer and final commission of the sale.
- Probe clients for more information on their properties needs and desires.
- Collect information about client income level and expenses to assist with the loan application.
- Provide clients with recommendations for other consultants (e.g. loan processors, home inspectors).
- Help clients understand contracts and other bank and legal requirements.
- Communicate with lawyer, bank, and other members of the home buying team.
- Assist clients with closing procedures.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in real estate/property management.
- A proven track record of successful deals.
- Excellent communication and negotiation skills.
- Licensing in real estate or other applicable certifications for the geographic area.

Real Estate Broker

Job description

We are looking for an experienced Real Estate Broker. You will provide excellent service to both landlords and prospective buyers to reach win-win agreements.

- Advise landlords on the best promoting strategies for their properties.
- Assist properties promotion with applicable channels and techniques.
- Recruit and train junior real-estate agents.
- Develop partnerships with banks, loan processors, and other professionals in the business.
- Build client profiles and buyer personas in order to match the right buyers with the right property.
- Provide buyers with advice about properties, local neighborhoods, and other community aspects.
- Moderate the dealing process to make sure that both ends get satisfaction.
- Make sure that all legal documents are filled and signed.
- Provide workshops and participate in other networking opportunities to generate leads.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Active client list, and ability to leverage networks to generate leads.
- At least [X] year(s) experience as a Real Estate Broker.
- Excellent negotiation and communication skills.
- Knowledge of the local market and the geographic region.
- Real-Estate Licensing and/or other appropriate licensing and certification.
- Excellent verbal and written communication in [X] language.
- High school diploma.

Leasing Agent

Job description

We are looking for a self-motivated Leasing Agent. You are responsible for finding and persuading prospective clients to lease properties.

- Identify prospects' living standards and budgets.
- Market promotions and discounted lease offers.
- Walk potential residents through available apartments for rent.
- Respond to phone, email, and walk-in inquiries for housing.
- Develop marketing materials, promotional emails and flyers to advertise available properties.
- Ensure that recently vacated properties are cleaned and ready to be viewed by potential renters.
- Follow-up with prospective renters to assess/re-assess their needs and requirements.
- Negotiate leasing terms with the goal of closing deals.
- Search and update information regarding available properties.
- Facilitate properties' maintenance when necessary.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Ability to present apartments in a convincing manner.
- [X] year(s) experience in the leasing of rental properties.
- A proven track record of successful sales.
- Excellent communication and persuasion skills.
- An understanding of the target market demographic.
- Knowledge of Fair Housing Laws, and other related regulations.
- Excellent verbal and written communication in [X] language.
- [X] degree in Real Estate or relevant fields.

Leasing Consultant

Job description

We are looking for an experienced Leasing Consultant. You will be responsible for the development of our leasing strategy, policies and procedures.

- Develop profiles for the target demographic.
- Present properties to prospects in a helpful and persuasive manner.
- Assess current marketing strategy and make improvements.
- Create customized leasing approach for each location.
- Negotiate the terms of lease that will maximize profitability.
- Assess applications and conduct background research.
- Perform annual analysis to identify leasing trends according to the time of year and location.
- Present findings from analyses and other research to the Management team.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- A proven track record of working as a Leasing Consultant with successful sales.
- Solid knowledge of leasing regulations and rules.
- Excellent interpersonal and negotiation skills.
- Project Management Certifications in the field is a plus.
- Ability to make evidence-based recommendations.
- Excellent verbal and written communication in [X] language.
- [X] degree in Management or equivalents.



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