

## ***Buyer Agent – The Santa Sells Houses Real Estate Team***

### **Role**

The Buyer Agent is an individual who is highly sociable, draws energy from working with people, and is optimistic and outgoing. They have a strong sense of urgency, but not at the expense of quality. In addition, he/she demonstrates on a daily basis the knowledge, attitudes, skills, and habits of a high-achieving buyer agent who is committed to putting clients first, to doing the right thing, and to seeking win-win agreements.

### **Duties and Responsibilities**

- Prospect for buyer leads, convert leads to appointments, close for agreements, and conduct high-level fiduciary needs analyses
- Consult with clients to ensure fiduciary service of the real estate transaction from initial contact through contract to close
- Effectively negotiate, or oversee negotiations, for all buyers
- Develop expert knowledge regarding mortgage financing, neighborhoods, schools, and all homeownership issues
- Oversee all aspects of buyers transaction
- Negotiate for buyers

### **Communications/Interactions**

- Lead Agent – daily
- Agent Team – daily
- Buyers/Sellers/Vendors – daily

### **Knowledge/Skills**

- Excellent at building rapport
- People oriented
- Strong written and verbal communication skills
- Good organizational skills
- Learning based
- Able to build and lead a team
- Willing to learn scripts and dialogues
- High school graduate
- Licensed in the province of Ontario
- 1–3 years of industry and sales experience preferred
- 1–3 years of management experience preferred
- A track record of success