



Relationship Building Specialist – Sales Administration Division

Looking for a self-motivated candidate dedicated to providing exceptional support and guidance to consumers searching for homes on our company website, Locationshawaii.com. A can-do attitude is a must, along with the ability to communicate effectively on the phone, learn quickly and multi-task.

Responsibilities include but not limited to:

Relationship Building Specialists focus on making outbound calls to existing leads and new leads who register on our company website. All leads are called, provided with value while having their needs assessed, and the high quality leads are passed on to the agents in our sales programs.

- Makes outbound calls to real estate leads.
- Phone sales skills are essential—must be able clearly communicate via the telephone, have friendly, professional conversations, provide value, establish rapport, overcome objections, etc.
- Documents the specific needs and situations of each lead via our CRM program.
- Maintains active communication/follow up with leads via our CRM program.
- Knowledge of LocationsHawaii.com and the ability to assist new users in utilizing the features of our website.
- Knowledge of the Oahu real estate market and the real estate sales process.

Position requirements:

- Active State of Hawaii real estate license.
- Knowledge of Oahu real estate market
- Previous phone sales experience/Call Center experience/Telemarketing experience preferred
- Commission sales experience a plus
- Well-versed in Microsoft Office applications (Word, Excel and Outlook).
- CRM experience a plus.
- Aptitude to learn new technologies.
- Strong interpersonal skills with the ability to generate credibility, trust and respect with all clients and agents who you interact with.
- Quick, intuitive learner with ability to learn independently - ask questions and/or research for the answers.
- Excellent verbal and written communication skills are necessary.
- Resourceful, well organized, highly dependable, efficient and detail oriented.
- Positive attitude that remains consistent despite challenging or changing situations.

For consideration, please reply with your professional resume and contact information