

JOB DESCRIPTION

Position Title: Real Estate Agent

Job Summary:

Seeking candidates who intend to make real estate their full-time career and who have a drive and passion towards serving their clients with the highest levels of skill and professionalism. Responsibilities include being an intermediary between sellers and buyers, marketing listings and providing guidance to buyers and sellers while performing the core values of customer service, teamwork, results and integrity.

Primary Responsibilities

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
- Determine clients' needs and financial abilities to propose solutions that suit them
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing
- Perform comparative market analysis to estimate properties' value
- Display and market real property to possible buyers
- Prepare necessary paperwork (contracts, leases, deeds, closing statements, etc.)
- Maintain and update listings of available properties
- Cooperate with appraisers, escrow companies, lenders and home inspectors
- Develop networks and cooperate with attorneys, mortgage lenders and contractors
- Promote sales through advertisements, open houses and listing services
- Remain knowledgeable about real estate markets and best practices
- Develop property listings by building rapport and reaching out to potential sellers; meeting potential sellers in community activities and social settings
- List property by examining property; recommending improvements that will enhance salability; coordinating with appraisers to set a selling price; closing a contract
- Develop buyers by meeting potential buyers in community activities and social settings; greeting drop-ins; marketing and advertisements; responding to inquiries
- Manage and maintaining your business CRM

Education/Experience required:

- Minimum high school graduate
- Successfully passed real estate exam such that an active State of Hawaii real estate license can be applied for immediately or holding an active State of Hawaii real estate license
- Knowledge of the Oahu real estate market preferred
- Proven working experience as a real estate agent or real estate salesperson preferred
- Commission sales experience preferred

Personal Qualifications

- Outstanding interpersonal skills with the ability to generate credibility, trust and respect throughout the Company
- Quick, intuitive learner with ability to learn independently - ask questions and/or research for the answers
- Ability to work independently
- Patience and ability to form strong partnerships with employees and agents
- Must be focused and flexible
- Demonstrates passion in his/her work
- Demonstrates ability to understand and be responsive to the needs of other business owners, divisions and departments, in order to lead and motivate others toward a common objective
- Updates knowledge by studying listings; visiting properties; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional and community organizations.
- Positive attitude that remains consistent despite challenging or changing situations.
- Excellent communication skills and the ability to speak clearly
- Excellent organizational, written and verbal communication skills.
- Aptitude to learn and use new technologies.

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.