



TITLE: Commercial Real Estate
Associate Broker / Salesperson

CURRENT POSITION HELD BY:

ELIGIBILITY FOR OVERTIME: Exempt / This is an Independent Contract Position

TEAM: Brokerage

REPORTS TO: Krystal Rappuhn

Role / Position: We are looking for a self-motivated team member with experience in commercial real estate who is looking to bring an entrepreneurial attitude to our team and grow their own business. The primary responsibility is to develop relationships with clients, and to handle transactions from A to Z, with assistance from the corporate headquarters. The associate broker or salesperson will oversee real estate transactions while representing either the buyer or the seller (or both). Duties include responding to incoming leads, cold calling, responding to clients with a sense of urgency, and closing deals. You must be knowledgeable about the current market, and be willing to continue to learn and grow in this position in order to be successful.

We are a fun, energetic team that handles a wide range of clients and markets. We are looking for someone that fits our non-corporate environment, and is willing to put in the time to be amazing and deliver results!

RESPONSIBILITIES

- Generate client leads to buy, sell, and/or lease a property
- Counsel clients on market conditions, prices, and financing
- Develop marketing initiatives including materials, listings, social media, and cold calling
- Network and develop relationships with brokers and industry professionals, including attendance at industry events
- Identify prospects wants, needs, budgets and geographic limitations
- Negotiate, prepare and review transactional documents including leases, LOIs, contracts, listings, and closing documents
- Researching the local market and stay up to date on industry trends
- Gather, analysis, and prepare market data to determine rental rates and marketing strategies
- Schedule and conduct site tours
- New business development cold calls including responding, following-up and closing out all leads
- Developing action plans to achieve commercial sales objectives
- Develop relationships with on-site personnel and understand nuances and amenities of respective properties
- Develop weekly reporting
- Maintain your real estate license
- Complete required continuing education courses as required.



or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment or independent contract, implied or otherwise, other than an "at will" relationship.

Reviewed with Independent Contractor by

Signature: _____

Name (print): _____

Title: _____

Date: _____

Received and accepted by

Signature: _____

Name (print): _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.