



**TITLE:** Residential Salesperson and/or Agent  
**CURRENT POSITION HELD BY:**  
**ELIGIBILITY FOR OVERTIME:** Exempt / This is an Independent Contract Position  
**TEAM:** Brokerage  
**REPORTS TO:** Krystal Rappuhn

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**Role / Position:** We are looking for a self-motivated team member who is passionate about real estate and providing quality services to every client. The primary responsibility is to oversee real estate transactions while representing either the buyer or the seller. Duties include responding to incoming leads, cold calling, responding to clients with a sense of urgency, and closing deals. You will be tasked with growing our customer base by generating leads, counseling clients on market conditions, and developing competitive market prices.

We are a fun, energetic team that handles a wide range of clients and markets. We are looking for someone that wants to succeed, and will work hard to make that happen. Beanstalk is all about helping each agent succeed and grow their own business!

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## **RESIDENTIAL SALES / AGENT RESPONSIBILITIES**

- Generate client leads to buy, sell, and/or rent a property.
  - Counsel clients on market conditions, prices, and mortgages.
  - Develop a competitive market price by comparing properties.
  - Create lists for real estate sale properties, with information location, features, square footage, etc.
  - Show properties to potential buyers and renters.
  - List properties for approved sellers.
  - Present purchase offers to sellers.
  - Facilitate negotiations between buyers and sellers.
  - Review purchase contracts to ensure terms are met.
  - Promote and market properties with ads, listings, and open houses.
  - Maintain your real estate license and knowledge.
  - Complete required continuing education courses as required.
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## **Skills, Education & Experience:**

- Minimum of 2 years' experience in residential sales required
- Must be a licensed real estate agent
- Must be in good standing with the local realtor board, or an inactive agent who can immediately move his/her license



- Experience with sales
  - Strong interpersonal skills
  - Good knowledge of the local market
  - Possess a valid driver license
  - Ability to handle multiple projects and prioritize when necessary
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- Exceptional attention to detail and accuracy
  - Service-orientated
  - Excellent written and verbal communication skills and relationship building skills
  - Demonstrated drive for results and ability to overcome challenges to get things done
  - Exceptional quantitative skills and knowledge of a variety of financial, real estate and property operations concepts, practices and procedures
  - Highly organized and meticulous with details.
  - Ability to work independently with minimal supervision

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an independent contractor to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the contractor is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The contractor is regularly required to stand; walk; sit; reach with hands and arms. The contractor must occasionally lift and/or move up to 5 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

#### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the independent contractor in this position. Contractors will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat 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.