THE TOPPRODUCERGROUP LLC

REALTOR PARTNER:
Job Description

1. Manage Buyers

a) Call prospective buyers to get details (use Buyer Questionnaire)
b) Return lead calls within 1 hour of receipt.
c) Check voice mail at least every 2 hours when on floor duty (can set up to have the system page you).
d) Get Buyer Agency Contracts signed as often as possible.
e) Research listing inventory for buyer needs daily.
f) Inform prospective buyers by telephone, email and mail.
g) Show properties to buyers.
h) Prepare offer; follow up on removal of contingencies.
i) Attend home inspection as required with buyer.
j) Attend final walk-through with buyer.
k) Attend closing with buyer.
l) Preview or thoroughly get acquainted with (by viewing photos, virtual tour and listing) team's listings within 1 week of list date.

2. Manage Sellers

a) Call prospective sellers to get details (use Seller Questionnaire)
b) Return lead calls within 1 hour of receipt.
c) Check voice mail (can have it page you) at least every 2 hours when on floor duty.
d) Present Listing presentations
e) Get Listing Contracts signed.
f) Call seller a minimum of every 14 days with market update.
g) Get Price reductions regularly.
h) Present offer; follow up on removal of contingencies.
i) Attend closing with seller.

3. Conduct Open House

a) Assist in choosing the homes for Open House
b) Follow up on leads generated from the open house within 48 hours
c) Inform Team Leader by email only of open house address and date held open
d) Inform Listing Manager of Open House so she can document in Showing Desk.
a. Inform Listing Manager with number of guests and feedback so she can document it in Showing Desk.

4. Follow Up on Leads

a) Sign Calls
b) Ad Calls
c) Internet Leads

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d) Open House
e) Other sources of lead generation

5. PROSPECTING (as per Procedures)
   a) Call Past Clients regularly for repeat and referral business
   b) Call Expired leads regularly
   c) Call FSBO leads regularly
   d) Call around Just Listed
   e) Call around Just Sold

6. SCRIPTS AND DIALOGUES
   a) Practice Seller Scripts and Dialogues daily.
   b) Practice Buyer Scripts and Dialogues daily.
   c) Be prepared to Role Play at Team Meetings.

7. MISCELLANEOUS DUTIES AS ASSIGNED
   a) Attend Team meetings (block out in Calendar)
   b) Bring your "Book of Business" to each Team meeting to discuss their status.
   c) Attend non-Team meetings as requested.
   d) Assist with the development of systems for buyers and sellers.
   e) Be proficient in the use of equipment, software and websites.
      Examples, but not limited to those listed below:
      - MLS
      - MS Outlook (email)
      - MS Word
      - All Team websites as they relate to what the consumer views

   f) Review and update job description and applicable schedules semi-annually
   g) Assist with the creation, review and updating of detailed operations manuals as requested
   h) Assist with miscellaneous tasks as requested
   i) Assist other Team Members as requested.

8. GENERAL OFFICE STIPULATIONS
   - Maintain a positive, upbeat attitude at all times.
   - Wear appropriate business attire.
   - Be flexible with hours worked, as requested.
   - Participate with the Team goal planning, as requested.
   - Know all the programs of the Team and be able to explain, to anyone, the benefits of dealing with the Team.
   - Be on time and prepared for all appointments.
   - Assist other Team members, as required.

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- Speak positively about the Team and all its WONDERFUL Team members, at all times.
- Always speak of the business as a Team (use **our** / **we** *vs.* I / mine).
- When speaking to a buyer / seller / lender etc., remember how important they are, even if they are being difficult.
- Bring any questions / concerns / problems to the attention of the Team Leader immediately. Good communication is imperative.
- All work is to be completed accurately and on a timely basis.
- Be willing to learn, make changes, and support the growth of everyone on the Team.
- Maintain good, solid judgment.
- Be focused at all times.

9. TELEPHONES

All telephones will be answered, "It's a great day at (Team Name), and how may I help you?" If the caller asks for the Team Leader, the answer is "he/she's here, but he/she's on the telephone. Let me see if I can help you." This will enable you to obtain the nature of the call without seeming as if you are screening calls. If the Team Leader is not in the office, change the response to "He/She's out of the office right now. Let me see if I can help you."

10. EMPOWERMENT

It is the philosophy of the Team to have empowered Team Members that do not use the senior members as a crutch to hold them up. It is agreed that should a Team Member have a challenge or important question, that before going to a more senior team member they will have two possible solutions themselves.

By signing below, the Team Member acknowledges to have read and understood all of the position's required duties as outlined in this Job Description.

_____	_____
Team Member	*Team Leader*
_____	_____
Date	*Date*

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