

Real Estate Agent Job Description Template

We are looking for an experienced Real Estate Agent who will be responsible for buying and selling property in our agencies branch. You will be tasked with growing our customer base by generating leads, inform clients of current market conditions, and develop competitive market prices. You will also be in charge of producing property lists, provide viewings to potential buyers and presenting purchase offers to sellers.

Key Responsibilities:

- Generate leads to buy, sell, and rent properties
- Inform clients of current market conditions, property prices and mortgages
- Develop competitive prices by comparing similar properties
- Create lists of properties with location, features, square footage and other relevant information
- Show properties to potential buyers and renters
- Present offers to sellers
- Mediate negotiations between buyers and sellers
- Review contracts to ensure terms are being met
- Promote properties with adverts, listings and open houses
- Produce loyalty contracts, purchase and rental agreements, deeds and other documents relevant to transactions

Personal Specification:

- Previous experience as a real estate agent or similar roles
- Solid sales experience
- Excellent interpersonal skills
- Strong verbal and written communication skills
- Good knowledge of local property markets
- Valid UK driver's license