MILLIONAIRE REAL ESTATE AGENT™

Basic Job Descriptions for the Organization Model of the Millionaire Real Estate Agent

AGENT
- Lead-Generation Strategy
- Hire/Fire/Manage
- Train/Coach/Consult
- Meet with Executive Staff (Weekly for Accountability and Strategy)

LEAD LISTING SPECIALIST
- Secure Appointments
- Get Listings
- Weekly Seller Calls
- Negotiate Offers

LEAD BUYER SPECIALIST
- Secure Appointments
- Get Buyer Agreements
- Show and Sell
- Weekly Buyer Calls
- Negotiate Offers

LEAD COORDINATOR
- Receiving
- Sourcing
- Assigning
- Database Entry
- Tracking

MARKETING AND ADMIN. MANAGER
- Lead Generation and Systems Execution
- Communication Systems
- Financial Systems
- Oversee Staff

TELEMARKETER
- Get Lists
- Make Calls
- Get Leads

LISTING MANAGER
- CMA's
- Listing Marketing
- Seller Comm./ Admin.

TRANSACTION COORDINATOR
- Contract to Close
- Select and Manage Vendors
- Client Communication

ASSISTANT
- Answer Phone
- Administrative Overflow

RUNNER
- Physical Tasks/Outside Office

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