

Your job title: **Listing Assistant**

Where you will work: [Team Office Location]

Who's the Boss: [Direct Manager's Name]

Who are we?

Modify the following text to reflect your team's value proposition] *The mission of the [Team Name] team is to provide the premier customer service experience for each home seller and home buyer we work with. Knowledge we've gained through years of working in the local market empowers us to provide our home buyers and sellers with the advice they need to make informed decisions. Whether it's selling a home, searching for a home, or negotiating a contract, each member of the [Team Name] team is an experienced real estate professional who applies their expert skills to each step of the process to help each client achieve an outstanding result.*

Who are we looking for?

The Listing Assistant is an individual who may earn the right to be a Listing Specialist, and ultimately the Lead Listing Specialist. The Listing Assistant is passionate about achievement and draws energy from working with people.

This individual may be assigned various listing duties, such as converting appointments to agreements and launching marketing action plans for listings, until he/she has proven that he/she has the skills and leadership to prospect for leads, close for appointments, provide high-level fiduciary advice on pricing strategies and staging, and negotiate contracts for listings on their own. The Listing Assistant will relish the opportunity to take on greater responsibilities and will be eager to demonstrate his/her ability to push the team closer to achieving its goals.

The Listing Assistant is deeply committed to the team achieving greater and greater levels of success, as well as to growing his/her own skills and developing into a leader within the team. As he/she succeeds in the role, this person may ultimately be responsible for hiring, training, and leading additional listing team members to profitable results.

[Modify this narrative as necessary to meet your team's needs.]

What will you do?

These are the standards a well-above-average performer will maintain or exceed:

- Convert appointments to agreements
- Develop expert knowledge regarding local market conditions and pricing trends
- Consult with clients to ensure fiduciary service of the real estate transaction from initial contact through contract to close

Essential duties and responsibilities

- Provide high-level fiduciary advice on pricing strategies and staging homes for sale
- May consult with sellers to accomplish necessary repairs, improvements, and cleaning
- Evaluate showing feedback and reevaluate pricing as needed

Communications/Interactions

- Lead Agent – daily
- Agent Team – daily
- Sellers – daily

Management Responsibilities

- None, though a talented performer in this role may move into a leadership position

Knowledge/Skills

- Strong written and verbal communication skills

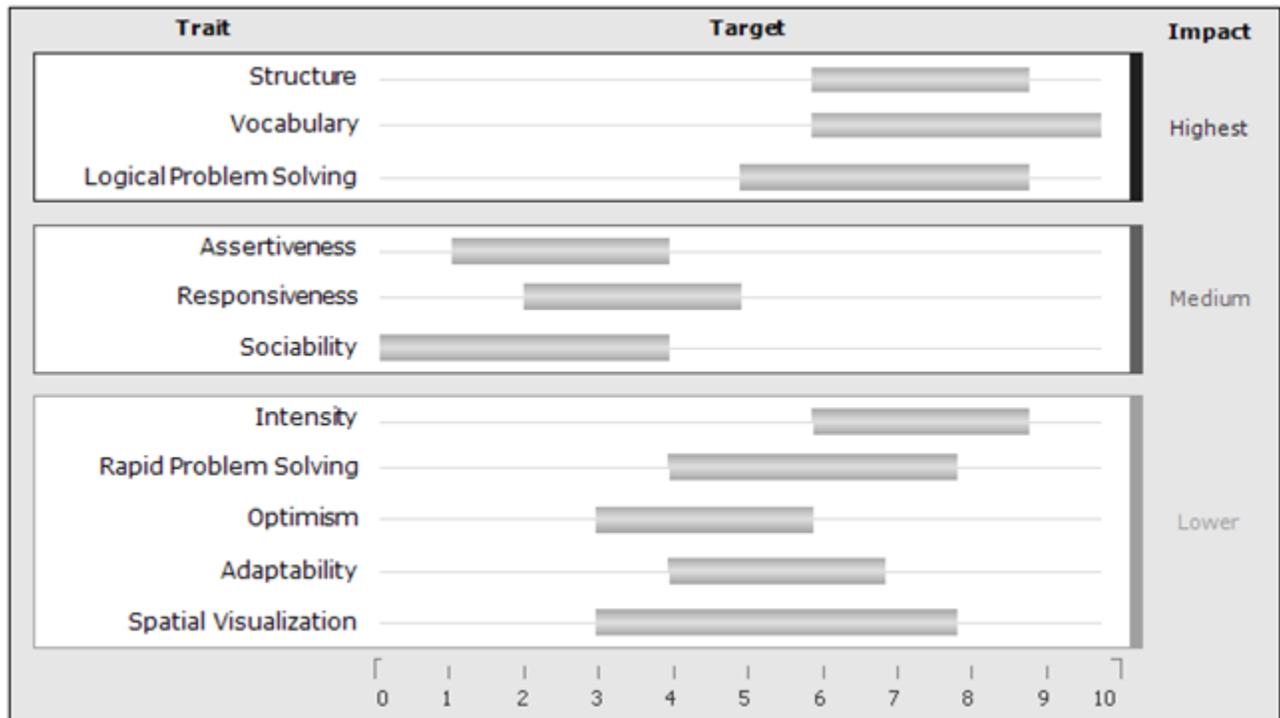
- Results oriented and has the ability to take charge
- Learning based
- Ambitious with proven ability to succeed
- Willing to learn scripts and dialogues
- High school graduate
- Real estate license
- 1–3 years of industry, sales, and customer service experience preferred

Compensation

Fill in as appropriate for your team /organizational structure. Consider base salary, health insurance, performance-based bonuses, Profit Share, and other employee benefits.

Team: Listing Assistant

The chart below describes the key talents and personality traits of a person matching the Team: Listing Assistant job at Keller Williams.



Traits appear in order of importance to the job. Gray bars indicate each trait's target range. Traits without a gray bar are not predictive.

Highest Impact Traits

Structure: The target for this trait is medium high. People in this range naturally focus on maintaining a structured environment and processing work in an organized manner. They are receptive to rules and regulations and to specific

criteria for measuring success. While they prefer to avoid routine work and delays, they see the importance of carefully attending to crucial details.

Vocabulary: The target for this trait is high. People in this range learn easily and quickly from their environments. They pick up new information readily and learn rapidly when circumstances change. They typically make use of a wide range of acquired experience and knowledge in making decisions, deciding on a course of action, or adjusting to a changed environment.

Logical Problem Solving: The target for this trait is medium high. People in this range have a good ability to solve complex problems logically. They are able to pull difficult issues apart to deal with the components one by one. They like being able to think through a problem or solution in order to present it carefully and logically to others.

Medium Impact Traits

Assertiveness: The target for this trait is low medium. People in this range are naturally conservative in their actions. They prefer to think things through and to gauge potential outcomes before taking action. They are not typically demanding nor do they have the need to dominate other people or situations.

Responsiveness: The target for this trait is low medium. People in this range maintain a useful degree of responsiveness and time sensitivity while avoiding impulsive or rash reactions. They are motivated to meet deadlines and organizational standards while keeping activities running smoothly and projects under control.

Sociability: The target for this trait is low. People in this range are usually selective and purposeful in their communications. They prefer working with familiar people and developing relationships over time. They will be most productive working alone or in small, stable work groups. When working with others, they strongly prefer to engage in interactions with a work-related goal.

Lowest Impact Traits

Intensity: The target for this trait is medium high. People in this range like to deal directly and energetically with obstacles at work. They feel a strong emotional drive to overcome difficulties and develop solutions when problems arise.

Rapid Problem Solving: The target for this trait is medium high. People in this range can solve problems in rapid succession using a quick, intuitive approach. They like to have new issues to deal with every day. They can typically handle smaller issues quickly and move on to the next one without pausing.

Optimism: The target for this trait is medium. People in this range are generally friendly and have a positive attitude toward others. They tend to take people and situations at face value unless there is some reason to be skeptical.

Adaptability: The target for this trait is medium. People in this range are concerned about doing what is correct according to accepted standards. They will typically be fair and consistent, but they will not compromise on important issues.

Spatial Visualization: The target for this trait is medium. People in this range have some ability to work and think in three dimensions. This helps them deal with structural or spatial tasks involving concrete things.