



909 Grand Ave, Suite 6
San Diego, CA 92109

Full Time Real Estate Buyers Agent Job Description

The Team at Steele San Diego Homes is growing rapidly and we need additional support! As a relatively new company in the industry, we are reaching the point where our two-man team can't support all the leads and business we are receiving! We are excited to expand our family to include additional team members to help maintain the leads, guide clients through the home buying experience, and provide an exceptional experience every step of the way.

Steele San Diego Homes is looking for an ambitious, motivated, and organized full-time real estate buyers agent to help us as we grow. Our business environment is fast paced, exciting and fun, not a day will go by where you are not experiencing something new or learning in some way. Our team has incredible energy, uncompromised ethics, and we strive to do our best every single day. Within the real estate agent position, you will not only be assisting with administrative and real estate related tasks for your particular clients, you will act as an important leader of our team and representative of our brand and values.

About You:

- **You're creative, energetic, organized and a self starter.** We are a new company and looking to grow quickly. We need your direction, ideas, and expertise.
- **You're welcoming, empathetic, and easy to talk to.** Our clients come first at Steele San Diego Homes and every decision is based on the client's needs and interests. You understand how to work with people, and can assist in resolving issues or alleviating concerns with a smile.
- **You love doing a little bit of everything.** From helping with open houses, to marketing and following up with clients, you thrive with your hands in everything.
- **You are a people person, outgoing and fun.** Aside from hanging out with other members of Steele San Diego Homes and Realty National, you will be out and about San Diego learning about real estate, networking, representing our brand, and meeting potential clients.

- **You love getting involved in new projects.** Something new? Never done it before? Bring it on! You may not have all the experience needed right off the bat, but Steele San Diego Homes is the perfect place for learning and growing in the real estate industry.
- **You're an owner.** You take on a project from start to finish with little guidance. When problems arise, you come prepared with solutions, and you take pride in your work and complete tasks to the best of your abilities.

What You'll Do As A Real Estate Agent Team Member of Steele San Diego Homes:

- Agents will be responsible for managing client leads, keeping in touch in a timely manner via phone, text, and email, and committed to providing an exceptional real estate experience to each individual. They will be expected to manage any clients with excellence from start to finish of the transaction.
- Agents will be responsible for helping to market upcoming open houses. This includes working with our team to advertising the open houses on different online platforms, creating open house flyers and other supplemental open house materials.
- Agents will share responsibility with team leaders and other team members to keep the Hubspot CRM updated and regularly follow up with assigned contacts.
- Agents will aid in tracking of various metrics including open houses, lead sources, and closed transactions.
- Agents will aid in running comps and creating Comparative Market Analysis (CMA) reports.
- Agents will coordinate scheduling showings.
- Agents will be responsible for creating training guides for various tasks that are assigned to him or her.

Our Requirements:

- Full time availability, commission-based pay
- Real Estate License required, must be Realtors in good standing
- Knowledge of today's computer applications and programs is a must
- Proficient and comfortable using today's social media platforms including Facebook, Instagram, Youtube, etc.
- Impeccable customer service skills
- Strong organizational skills
- Able to work individually or as a team
- Must be able to conduct themselves in a professional manner
- Acute attention to detail
- Excellent time management and prioritization skills
- Willing to take on new challenges

- Good listener who is comfortable receiving feedback from all members of the team and in turn creates actionable goals to fix problems and promote self growth
- Excellent communication skills both written and verbal
- Resourceful, highly dependable, efficient
- Demonstrated ability to learn quickly
- Fun and dynamic personality that has a high level of energy and passion for serving our clients
- Positive attitude and love having fun at work
- Team player that loves working collaboratively, is comfortable giving feedback and receiving constructive criticism
- Fast paced, entrepreneurial, and creative. Ability to work in a dynamic and constantly changing environment is a must
- Outstanding at networking, relationship building, and keeping up with contacts. Long lost friend? You don't have those.

How To Get The Job?

- A 1-2 minute video that explains why you would be a great fit for this position. Tell us what excites you about the real estate industry, why you'd be excited to join our team, and what skills and expertise you bring to the table.
- A unique cover letter (We can smell form letters from a mile away so show us that you really want this)
- A resume with pertinent experience (We don't care much about your grades or degree, show us what you can do and have done)

We work hard and have fun doing it. No complaining or bad attitudes allowed. To apply for this position, send your application and video to Jobs@SteeleSanDiegoHomes.com. Please include "Full Time Real Estate Buyers Agent" in the subject line.