



## MANOR REAL ESTATE

Managerial Role – Residential Real Estate Brokerage

<b><u>Division/Department</u></b>	Residential Sales Team		
<b><u>Location</u></b>	Greater St. Louis, MO Area		
<b><u>Job Title</u></b>	Manager – Residential Real Estate Brokerage		
<b><u>Reports to</u></b>	President of Company	<b><u>Travel</u></b>	Minimal/As Necessary/Must have Transportation
<b><u>Level/Grade</u></b>	Base Salary + Percentage of Sales Team's Commissions	<b><u>Position Type</u></b>	Full-time, 40+ Hours Per week/weekend Manager must have flexible schedules to accommodate training, mentoring and growth.

### GENERAL DESCRIPTION

Active, growing real estate company seeking an experienced, dedicated, capable individual to attract, hire, and retain a residential real estate sales team. Candidate must have a minimum of 4 years of experience in the business and have the skill set necessary to motivate, train, and encourage a team of agents.

### EXPERIENCE AND TECHNICAL REQUIREMENTS

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| <ul style="list-style-type: none"> <li>– Minimum of 4 Years of Applicable Real Estate Experience</li> <li>– Self-motivated/strong work ethic</li> <li>– Extensive knowledge of Microsoft Office Suite programs</li> <li>– Ability to work well with others in a team atmosphere</li> </ul> | <ul style="list-style-type: none"> <li>– Attention to Detail is a Must</li> <li>– Missouri real estate salesperson's license required</li> <li>– Sales-minded</li> <li>– Passion to motivate and inspire</li> </ul> |
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### KEY RESPONSIBILITIES

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| <ul style="list-style-type: none"> <li>– Attracting and Interviewing prospective candidates</li> <li>– Training on filling out contracts/forms</li> <li>– Create Training materials to assist with MLS, showings, etc.</li> <li>– Stay in constant contact with all members of the team</li> <li>– Teach prospecting and sales techniques</li> </ul> | <ul style="list-style-type: none"> <li>– Network with other agents/brokers to stay "in the know"</li> <li>– Attend real estate workshops and training sessions</li> <li>– Represent Manor Real Estate &amp; Help Increase Branding</li> <li>– Promote the Manor Real Estate name and services provided</li> <li>– Assist with Managing Deal Flow and Inventory for Agents</li> </ul> |
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Manor Real Estate provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

REVIEWED BY

*Title*

**\*To apply for this position, please send your Resume and Cover Letter to [HR@ManorRealEstate.com](mailto:HR@ManorRealEstate.com)**

[www.ManorRealEstate.com/Careers](http://www.ManorRealEstate.com/Careers)