

RESIDENTIAL REAL ESTATE AGENT

JOB DESCRIPTION

Division/Department

Residential Sales Team

Location

Greater St. Louis, MO Area

Job Title

Residential Real Estate Agent

Position Type

Full-Time

Travel

As Necessary/Must have
Transportation

Salary

Commission-Based

Hours

40+ Hours per week/weekend
(Real Estate Agents must have
flexible schedules to accommodate
showings, viewings, and other
related tasks)

General Description

Active, growing real estate company seeking a dedicated, capable individual to develop and maintain an inventory of residential listings through current relationships, leads through the office (which will be consistently provided), and prospecting. The individual will be assigned to a mentor for 9 months (if desired) and learn to thrive in any market condition.

Experience and Technical Requirements

- Experience in industry is preferred, but not necessary
- Self-motivated/strong work ethic
- Ability to work well with others in a team atmosphere
- Attention to detail is a must
- Missouri Real Estate Salesperson's license required
- Sales-minded
- Great communication and time management skills

Key Responsibilities

- Fill out contracts/forms
- Handle showings/client meetings while staying in constant contact
- Input data into Multiple Listing Service/advertise online
- Various forms of prospecting to secure new listings
- Network with other agents/brokers to stay "in the know"
- Attend Real Estate workshops and training sessions
- Promote the Manor Real Estate name and services provided
- Manage negotiation/closing process to ensure the deal closes

Manor Real Estate provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran, disability, or genetics.

****To apply for this position, please send your resume and cover letter to HR@ManorRealEstate.com****