

Real Estate Agent Job Description

Duties and Responsibilities:

- Represents a party in real estate deals
- Organize and run adverts
- Put documents/contracts together
- Accompany buyers for purchase
- Value properties
- Protect stakeholders' interest
- Advice buyers based on needs
- Confirm title search
- Find and make property listings
- Schedule business appointments
- Advice home owners
- Train staff for effectiveness
- Locate viable unexploited locations ripe for development
- Provide mortgage advise
- Develop useful professional network.

Real Estate Agent Requirements – Skills, Knowledge, and Abilities

- **Interest in houses and architecture:** native interest in the subject of housing and architecture is one quality that separates a professional from a mediocre. When a real estate agent has a compelling interest in the business of properties, it tends to shine through in everything they do. He/she commands above average knowledge and creativity at the job. People can sense that he/she is the right person to work with.
- **Self-motivated entrepreneur:** a good real estate agent must be a self-motivated person; a self-motivated real estate agent can plan and follow through on the plan. He/she displays a sense of initiative, a useful quality for achieving success.
- **Organized individual with attention to details:** a good real estate agent must know how to prepare relevant documents for real estate

transactions. He/she must also know how to organize information in a way that matches the needs of prospects/clients.

- **Honesty and tenacity:** there is no question that some real estate agents can falsify information in a bid to make a sale, but in the long term this is bad for business. Customers are dissatisfied and they will go some length in expressing their anger. In the era of social media, this can have a serious impact on such business. Honesty in transactions is a vital ingredient if one wants to be relevant in business.
- **Knowledge of technology:** a good real estate agent must be comfortable with the use of technology in this age of social media and the internet. Most persons are better reached with these tools than through any other medium.