

Real Estate Broker Job Description

Duties and Responsibilities:

- Supervise and direct the operations of real estate agents who handle real estate trade
- Initiate title searches to confirm clients have clear ownership of property
- Utilize IT software and systems to provide clients with a virtual tour of property
- Oversee the renovation and lease of industrial or manufacturing sites
- Conduct review of property details to ensure compliance with environmental policies
- Carry out surveys to identify and compile the description and location of properties available for sale
- Present to property sellers purchase offers for approval or decline
- Secure contracts to put properties up for sale with real estate companies
- Compare a property with other recently sold properties to determine its estimated market value
- Proffer recommendations to sellers on how best to market a property in order to attract generous offers
- Evaluate client requirements to provide real estate solutions that'll meet their needs within stipulated budget
- Conduct price negotiations between buyers and sellers to achieve a profitable bargain
- Prepare and ensure all relevant property documents are appropriately signed
- Maintain an up-to-date knowledge of local zoning laws, building laws and current income tax regulation
- Oversee the management and operations of a real estate office and its business.

Real Estate Broker Requirements – Skills, Knowledge, and Abilities

By jobdescriptionandresumeexamples.com. Learn more about the [real estate broker job](#).

- **Education and Training:** To become a real estate broker, you require a minimum of high school diploma although having a degree in disciplines such as property management, architecture, or business studies provides an added advantage. Practicing as a broker also requires state licensing and it is obtainable through successful completion of licensing courses
- **People Skills:** Real estate brokers are able to work with property sellers, property buyers, home inspectors, real estate agents, lawyers, and other stakeholders in the industry
- **Business Skills:** They are well versed in conducting real estate deals to maximize profits and meet the expectation of clients
- **Organizational Skills:** They are adept at coordinating and managing their workload to ensure operational efficiency.