

Real Estate Salesperson Job Description

- Working with homeowners to get their home listed for sale
- Advising the prospective client on what needs to be done before the listing and showings start
- Making the homeowner complete necessary paperwork, including agency agreements, listing disclosures, and legal documents
- Submitting the property details to the local multiple listing services for others to see
- Taking pictures and putting them on the web and in local classifieds
- Taking calls from prospective buyers and other agents to schedule showings of the property to home shoppers
- Calling the listing agent to make arrangements for a home showing; pulling pictures and listing details from the multiple listing services; and sharing them with the buyer during the home visit
- Working with clients to submit a contract with an offer price, and actively consulting on writing an offer or letting clients make decisions alone
- Sharing an offer received by the listing agent with the homeowners and bargaining over the offer.