

# Real Estate Sales Manager Job Description

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- Supporting and helping build successful agents
- Generating client leads to buy, sell, and rent a property
- Managing a sales team and providing leadership, training, and coaching
- Recruiting agents to the brokerage to increase size and sales
- Assisting in negotiations between buyers and sellers
- Responding to agent questions on contracts, negotiations, strategies, and goal planning
- Showing properties to potential buyers and renters
- Teaching weekly training classes (live or virtual)
- Setting individual sales targets with the sales team
- Preparing loyalty contracts, purchasing agreements, rental agreements, deeds, and other documents for each real estate transaction
- Hiring and training staff
- Planning and directing sales team training
- Working on sales scripts with agents
- Meeting with clients and maintaining client relationships
- Tracking, collecting, and interpreting sales figures and reporting
- Ensuring every member of the sales team has the necessary resources to perform properly
- Staying informed on real estate industry
- Controlling expenses and monitoring budgets.