

Realtor Job Description

- Guiding and assisting sellers and buyers in the process of marketing and purchasing properties for the right price and under the best terms
- Determining clients' needs and financial abilities to propose solutions that fit them
- Carrying out comparative market analysis to estimate properties' value
- Displaying and marketing real properties to potential buyers
- Gathering and preparing necessary paperwork such as contracts, leases, deeds, and closing statements
- Keeping and maintaining accurate and up-to-date listings of available properties
- Building new networks and liaising with attorneys, mortgage lenders, and contractors
- Staying updated and knowledgeable about real estate markets and best practices
- Making plans to grow the business and increase market share
- Assisting realtor loan officers in maintaining client relationships
- Representing the company at various internal and external functions
- Abiding by state, regional, and national regulations for real estate transactions
- Might be required to attend meetings as necessary.

Realtor Requirements – Skills, Knowledge, and Abilities

- Good client service skills, since the role of a realtor requires him/her to understand what his/her clients are looking for in a home, work within their budget, and also be available throughout the entire sales process
- Excellent and thorough knowledge of the real estate market, since a realtor must be informed about current trends, average home prices, and neighborhoods within his/her sales territory
- Current certification of the Realtors Association
- A license as a realtor agent in his/her state

- Ability to communicate flawlessly, both verbally and in writing
- Ability to establish and maintain standard working environment
- Excellent negotiation skills, which enable him or her to arrive at agreeable sale terms and negotiate several elements during property sales processes
- Strong ability to work with computer applications like Word, Excel, Zip Forms, and other similar programs
- Ability to associate appropriately with other people, more than just giving and receiving instructions
- Ability to work cordially with co-workers and peers without exhibiting behavioral extremes
- Ability to respond well to feedback from a supervisor
- A minimum of High School Diploma and 2 years of experience in real estate sales.