



YOUR HOME GUIDES

Your Home Guides *Concierge Partner*

Job Description and Requirements



Job Description

To partner with our Concierge Services consumers from initial contact through closing on their purchase and/or sale of their home in accordance with *Your Home Guides* policies and procedures

Specific Responsibilities and duties –

- Making initial contact with our clients within 48 hours of receipt of Concierge Buyer/seller Information Review engagement agreement
- Identifying and arranging for resources required during their home buying and/or selling process for our client's review and approval
- Providing ongoing guidance to our clients via email, phone and/virtual meetings via Zoom, Skype and/or Face Time

- Following up and communicating with the client on a weekly basis regarding their progress as well as addressing any client concerns, if applicable
- Following up and communicating with the client's Realtor® on a weekly basis regarding the status of their progress as well as addressing any client concerns, if applicable
- Be available to answer client questions that come up during the buying and/or selling process as needed
- Following up with the client to ensure that all time sensitive requirements (time is of the essence) are met in a timely manner
- Provide weekly Client Status Reports to YH Guides home office

Qualifications and Education Requirements -

- 3 years full time experience in residential real estate brokerage and/or new home sales
- Real Estate Broker or Salesman license
- Verifiable average sales volume of \$2,500,000 over past 3 years or 3 years' experience as a Sales Manager or Team Leader
- 5 client/customer references for transactions during the past 2 years

Preferred Skills and Designations

- Accredited Buyer's Representative / ABR®
- Certified Residential Specialist / CRS
- Seller Representative Specialist / SRS
- Seniors Real Estate Specialist® / SRES®
- Pricing Strategy Advisor / PSA
- Military Relocation Professional / MRP

Special Skills and Precious Experience

- Fluency in a foreign language
- Hands on experience working with handicapped
- Sign language fluency
- Former career military
- First Responders
- Specific cultural background that can be disclosed in compliance with Fair Housing Laws