

Sales Cadet Job Description

Job Description and Duties

Correspondence

- Draft correspondence to prospects
- Complete any bulk mailings (eg. Brochures for new auctions)
- Special event correspondence eg Christmas cards, anniversary
- Email OFI, newsletter etc to database

Statistics and Systems

- Maintain Current Market Analysis information and print reports from RP Data
- Conduct buyer/seller surveys on sales performance of agent – source testimonials
- Maintain and update e-mail register for clients
- Add to and maintain Impact/CMS Database

Listings

- Prepare pre-listing information kit and deliver before appraisal
- Draft / compile and prepare all listing presentation packages and auction submissions
- Type written reports to sellers
- Organise signs
- Keys cut and recorded
- Send just listed letters/emails/flyers to appropriate contacts (CMS)
- Assist with open homes – attend (if necessary) and follow up attendees
- Collect payments from vendors for advertising
- Maintain telephone liaison with owners

Advertising

- Assist in construction of ads and editorials and submit before deadlines
- Create / assist ideas on self-promotional preparation and distribution
- Prepare all farm maildrops, promotional material etc

Prospecting

- Keep track of listing levels
- Monitor other agents' signs in farm area - set plans in place to solicit these and maintain accurate records (eg. Mailing details for absentee vendors)
- Check paper "for private sale"
- Prepare and deliver (or organise delivery of) promotional letterbox drops
- Prepare and send magic 100's – just listed & just sold (other than regular office ones)
- Maintain brochure display in front office
- Collect letters of recommendation – source these

Buyers

- Send potential buyers new listings every week
- Take buyer enquiry if salesperson not available

Contracts

- Liaise with solicitors
- Ensure deposits are paid - enlist assistance if necessary
- Organise and attend building inspections and other inspections eg valuations

Miscellaneous

- Check and respond to email
- Answer and return phone calls
- Send and receive faxes
- Order promotional items ahead of schedule (calendars, magnets, notebooks, pens etc)
- Deliver keys, paperwork, flyers, contracts, photos, etc
- Attend appropriate RW training, seminar opportunities
- Undertake the sales file process
- Prepare Sales Contracts
- Assist with My Desktop data entry
- Attend Rental OFI's and Inspections