**Job Description: Real Estate Sales Agent**

**Location: Westlands**
**Reports To:** Sales Manager

**Job Overview**

We are seeking a dynamic and motivated **Real Estate Sales Agent** to join our team. The ideal candidate will have a strong passion for the real estate industry, excellent interpersonal skills, and a proven ability to drive sales. This role involves managing property transactions, building client relationships, and delivering exceptional customer service.

**Key Responsibilities**

1. **Lead Generation and Networking**
	* Proactively generate leads through referrals, networking, and marketing campaigns.
	* Develop and maintain a database of prospective clients and properties.
2. **Client Relationship Management**
	* Build and maintain strong relationships with clients, providing guidance and support throughout the buying process.
	* Act as a trusted advisor by understanding client needs and recommending suitable properties.
3. **Negotiation and Transactions**
	* Negotiate property prices, terms, and conditions on behalf of clients to achieve mutually beneficial agreements.
	* Prepare and review contracts, agreements, and other transaction documentation.
	* Ensure smooth closing processes by coordinating with all parties involved.
4. **Market Research and Insights**
	* Stay up-to-date on market trends, property values, and competitor activity.
	* Provide clients with accurate and relevant information about local real estate market

**Key Qualifications**

·        Diploma or degree in Business, Marketing,  or a related field (preferred).

* **Experience:**
	+ Minimum [2 years] experience in real estate sales or a related field.
	+ Proven track record of meeting or exceeding sales targets.
* **Skills and Competencies:**
	+ Strong communication and negotiation skills.
	+ Excellent customer service and relationship-building abilities.
	+ Ability to work independently and as part of a team.