



*Location:* Dover, NH

*Position:* Buying Agent

*Job Description:*

Purple Acorn at Keller Williams Coastal Lakes and Mountains Realty is looking for a motivated, creative and efficient self-starter to join our headquarters in Dover, NH as a Buying Agent.

The Buying Agent is an individual who is highly sociable, draws energy from working with people, and is optimistic and outgoing. They have a strong sense of urgency, but not at the expense of quality. In addition, he/she demonstrates on a daily basis the knowledge, attitudes, skills, and habits of a high-achieving Buyer Agent who is committed to putting clients first, to doing the right thing, and to seeking win-win agreements. The Buying Agent prospects for leads daily, closes those leads to appointments, closes for agreements, and then conducts a high-level fiduciary needs analysis. The Buying Agent will negotiate offers, write contracts, and oversee the deal through its close.

The Buying Agent also demonstrates a commitment to learning and strives for growth by regularly attending courses, teaching courses when appropriate, and regularly practicing scripts and dialogues. He/She is committed to investing in the people on the team and regularly provides them with learning and growth opportunities as well.

*Responsibilities:*

*These are the standards a well-above-average performer will maintain or exceed:*

- Prospect for buyer leads, convert leads to appointments, close for agreements, and conduct high-level fiduciary needs analyses.
- Selecting homes that meet clients' needs, identifying homes that best meet those needs, refining needs, and closing to contract offers.
- Consult with clients to ensure fiduciary service of the real estate transaction from initial contact through contract to close.
- Effectively negotiate, or oversee negotiations, for all buyers.
- Develop expert knowledge regarding mortgage financing, neighborhoods, schools, and all homeownership issues.

*Essential duties and responsibilities*

- Oversee all aspects of buyers' transactions from initial contact to contract to close.
- Negotiating for buyers.
- Achieve productivity, appointment setting, and revenue targets.



### *Knowledge/Skills:*

- Excellent at building rapport.
- People oriented.
- Strong written and verbal communication skills.
- Good organizational skills.
- Learning based.
- Able to build and lead a team.
- Willing to learn scripts and dialogues.
- Real estate license.
- 1–3 years of industry and sales experience preferred.
- 1–3 years of management experience preferred.

### *Company Description:*

Everything we do, we believe in doing things differently in and for the real estate industry. We believe that we are here to serve our agents to build careers worth having, businesses worth owning, lives worth living, experiences worth giving and legacies worth leaving. We believe in thinking differently. The way we do this is through precision, class, and consistency in everything we do. In our real estate company, our agents come first and are our brand. We believe in finding the win-win and without it, there is no deal. We believe that integrity means doing the right thing. We believe our customers always come first. We believe in commitment in all things we do. We believe that communication is key and that we first must seek to understand. We believe in creativity - ideas before results. We believe in teamwork and that together everyone achieves more. We believe that trust starts with honesty. We believe that success is results through people.

Keller Williams is the #1 real estate office in the world. 1st in agent count. 1st in volume. 1st in units. Our Keller Williams Coastal Lakes and Mountains Realty offices are currently ranked #8 among Keller Williams offices globally. We support an agent body of 600+ and closed over 4,300 units in 2019. Led by Operating Principal Nathan Dickey, Team Leader Jeffrey D'Angelo and Erika Sakin, Keller Williams Coastal Lakes and Mountains Realty is the real estate company of choice for top producing real estate agents in New Hampshire, Southern Maine and Northern Massachusetts.

### *Compensation:*

Competitive salary/commission based on experience.

### *Application:*

To apply, please submit resume and cover letter to Delaney Deane at [delaney@purpleacorn.com](mailto:delaney@purpleacorn.com).