



Location: Dover, NH

Position: Showing Assistant

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 Showing Assistant.

The Showing Assistant 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 Showing Assistant who is committed to putting clients first, to doing the right thing, and to seeking win-win agreements.

The Showing Assistant 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:

- Drive to provide access to view homes.
- Identify homes to show that meet buyers' criteria.
- Provide buyer clients access to homes under contract as needed for measuring, inspecting etc...
- Promptly return all buyer client telephone calls, texts and/or emails.
- Gather and answer buyer questions about potential homes and local community information.
- Educate buyer clients about the home buying process.
- Regularly assure buyer clients that the Buyer Agent is involved and informed - promote the team concept.
- Keep Buyer Agent informed on all client communications and developments (copied on all emails and update notes in CRM).

Essential duties and responsibilities

- Show homes for buyer agent(s).
- Attend home inspections for clients.
- Host weekly open houses.
- Assist in nurturing signed clients.



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.