

AGENT ROLE

Suzanne & Company – Compass, Bedford, MA & surrounding areas
Commission

Overview:

Suzanne & Company is seeking a driven & successful **REALTOR®** to join our team (at least 6 MA transactions successfully completed). This is an excellent long-term opportunity for a personable & dedicated candidate who wants to be a part of our growing team.

Realtor Responsibilities:

Agent's responsibilities are to include but not be limited to the following:

- Stay up-to-date with industry trends
- Consistently preview currently listed properties listed for sale in service areas
- Provide servicing and follow-up to all clients
- Commit to lead generating & lead follow-up
- Follow Suzanne & Company's Seller and Buyer Proven Process to provide top quality service to all clients
- Commit to weekly Agent meetings (on zoom or in-person)
- Commit to bi-weekly in-person trainings/meetings at our headquarters in Bedford, MA
 - There are times it could be more often: i.e. All Company meetings
- Maintain CRM and communication with sphere of influence, leads and clients
- Work effectively with and show accountability to all members of the team
- Help cover the work of any member of the team who is absent for an emergency | vacation
- Actively participate in the implementation of new ideas to improve the business of Suzanne & Company
- Contact/meet with a minimum of 2 vendors a month to build rapport and references

Realtor Knowledge, Skills, Experience:

- Excellent attention to detail, scheduling and juggling priorities
- Service driven, with a desire to exceed client expectations and *make it happen*
- Critical thinking and analytical skills with a love to learn and grow
- Outgoing personality with a desire to be in partnership with others to succeed
- Comfortable with MLS, Dotloop, Google Suite (including Google Drive, sheets etc.)



90 Great Road, Bedford, MA 01730
team@suzando.com
781.275.2156

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- COMPASS Real Estate experience is a plus

Field Agent Requirements:

- Embodies our Core Values: *Succeed as a Team, Do the Right Thing, Keep Growing, Make it Happen, Have Fun Together*
- MA Real Estate license required (dual license in NH is a plus but not mandatory)
- **REALTOR®** - member of the National Association of Realtors
- Full-Time commitment
- At least 6 successful MA transactions completed
- Professional demeanor with an ability to flex your style
- Desire to learn & be part of a team
- Cell phone & clean, reliable car
- High school graduate

Suzanne & Company Commitment:

- Lead, manage and hold Agent accountable to our proven processes
- Train & develop Agent in all facets of Suzanne & Company
 - Listing Process
 - Buyer Process
 - Compass tools & technologies
 - Staging
 - A network of vendor partners and clientele
 - Lead generating
- Provide tools for success in the Real Estate field
- Coaching and mentorship throughout tenure

Agent Compensation:

- Commission



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