

JOB DESCRIPTION

POSITION	Real Estate Agent generating income through negotiating residential property sales and listings within the Agency's franchise zone.
REPORTS TO	Agency Principal and Sales Manager/Office Manager
PURPOSE	To assist the agency in increasing business profits without dramatically increasing company expenses through efficient performance of sales and administrative tasks
MAJOR DUTIES	<p>Property Sales</p> <ul style="list-style-type: none"> ✓ Negotiate and complete sale agreements ✓ Obtaining Fica documents from all parties ✓ Obtaining all necessary bond originating documents ✓ Opening a sales file for the documents ✓ Handing completed file to the Principal or Office Manager ✓ Assist Buyers and Sellers throughout the process and ensure smooth handover ✓ Any additional requirements requested by the Principal or Management <p>Property Listings</p> <ul style="list-style-type: none"> ✓ Compile detailed CMA and listing presentation for valuations ✓ Negotiate mandates with Sellers ✓ Agree on a marketing plan with the Seller and ensure that these actions are carried out ✓ Obtain Seller's Fica documents (ID and rates account) when signing a mandate ✓ Adhere to all listing system rules and regulations ✓ Any additional requirements requested by the Principal or Management
MINOR DUTIES	<ul style="list-style-type: none"> ✓ Attend weekly staff and training meetings ✓ Seller appointments and relationship managements (and all aspects thereof) ✓ Buyer appointments and relationship managements (and all aspects thereof) ✓ Attend own or other agent's/agencie's open hours ✓ Network with other agents ✓ Show houses when requested to do so ✓ Attend ALL franchisor training sessions ✓ Any additional requirements requested by the Principal or Management
ADMINISTRATIVE DUTIES	<ul style="list-style-type: none"> ✓ Keep records of all data regarding seller, buyers, canvassing, etc., up to date on the SAGH Hub and/or Propcontrol at all times ✓ Weekly and Monthly sales and listing report ✓ Advertising on the web (P24, Private Property and IOL) and any other media the Agency chooses from time to time ✓ Set goals and manage performance ✓ Scan and file mandates (submit to relevant listing system) ✓ Any additional requirements requested by the Principal or Management



TRAINING AND SELF DEVELOPMENT	<ul style="list-style-type: none"> ✓ Regular training sessions with industry peers ✓ Complete and maintain all EAAB/Seta education requirements ✓ Attend motivational programs ✓ Keep abreast of industry trends and attend relevant road shows
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The Agent undertakes during the period of their appointment:

- At all times to devote their attention to the business of the Principal and to carry out and comply with all reasonable directions given to them, from time to time, by the Principal and endeavour to promote and extend the business of the Principal to the best of their ability.
- Not to do anything that will damage the Principal's business or reputation or to divulge any confidential information to anyone outside of the Principal's business or to conduct any business similar to the business of the Principal.
- Not to, without prior written consent, incur any expenses whatsoever on behalf of the Principal. Should this ever be the case the Principal has the right to deduct such expenses from the commission of the agent.
- Not to negotiate or reduce any commission without the consent of the Principal.
- To maintain and care for all advertising boards and other equipment entrusted to them by the Principal, which will remain the sole possession of the Principal.
- To keep a detailed and comprehensive record of the work they have performed as well as all information acquired while working with the Agency on the HUB. This information and record shall at all times remain the property of the Principal. Neither shall the agent make any copies of this information and give it to anyone outside of the Principal's organisation.

Thus done and signed at _____ on _____(date)

Signature of Principal

Signature of Agent

