

Team - Roles and Responsibilities

70% Commission Principal	25% Commission Senior Sales Executive	\$60,000 + 5% Commission Sales Executive	\$60,000 - \$70,000 + Bonus Campaign Manager	\$45,000 - \$55,000 + Bonus Sales Associate
Lead Agent	Lead Agent	Supporting Agent	Property administration	Email back all enquiries
Vendor management	Vendor management	Prospect	Manage campaigns, Sign-up to sale	Attend open homes/front door
List/sell	List/sell	List/sell	Compliance	OFI Area Sales compilation
Team growth/training	Prospect	OFI call-backs (over-flow)	Book stylist appointments	Prepare open home/auction kits
SWAT	SWAT	Market researcher	Confirm <u>all</u> daily meetings	Prepare and drop opinion of value letters
Open Homes	Prepare proposals	Buyer management (Agent box)	Prepare agency agreements & marketing campaigns	Directionals before 7am on Sat/Wed
Buyer Appointments	Pipeline management	Pipeline management	Design & book all advertising	Trade inspections
Negotiation	Manage Trades	Manage Trades	Accounting and invoicing	Attend Pre-settlement inspections
	OFI call-backs	Call email enquiries	Social media (listed/solds)	Attend Building & pest inspections
	Area Sales	Cold calls	Social media (creative)	Street drops (ad-hoc)
			Contract management, review/proof	
	Draft email response for enquiries	Team testimonials - video or facebook	contract - saving to s drive, agent box	Drop Settlement gifts to clients (if not at pre-settlement)
	Open Homes	SWAT	Team marketing	Bi-Monthly magazine drop to cafes/shops
				Weekly Manly Daily drop to vendors (Friday COB)
	Buyer Appointments	Open Homes	OFI materials (excl. Area Sales)	
	Negotiation	Buyer Appointments	Quarterly newsletter	Monthly Belle lifestyle drop
		Negotiation		
			Book coffee van/flowers for auctions	Update listing kit documents
			Vendor reports - Thursdays	Prepare and drop listing kits/MA folders
			Liase with Solicitors re: Sales advices, exchange confirmation	Key log
			Book Pre-settlement inspections	Bid taking at auctions
			Exchange to settlement point of contact	
				Manage stock of gifts
				Collect flowers for auctions
				In-put private inspections to agent box
				In-put MA's into agent box and pipeline sheet