

# Red PA

- Team marketing
- Property marketing
- Social Media
- Client Gifts
- Photo shoots
- Diaries
- OFI Packs/ catering
- Prospecting Letters
- Ad copy
- Database Management
- Compliance
- Team management
- Online enquires
- Listing Appointments
- Exchanges
- Pest, Building & Valuation appts
- Listing Presentation Prep
- KPI monitoring
- Open Homes
- Solicitors & Contracts
- Vendor management/ reports

# Blue PA

- Cold calling
- Door knocking
- Prospecting letter drops
- Open homes
- Appraisals/ listing appointments
- CMA's
- Pest, Building & Valuation appointments
- Thank you cards
- Pre-List kit drops
- Buyer management
- Pipeline management
- OFI/ Auction Invites