

FIELD AGENT ROLE

Suzanne & Company – Compass

90 Great Road, Bedford, MA 01730

Hourly | Commission

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Overview:

Suzanne & Company is seeking a driven person to join our team (some sales experience preferred, but not required). This is an excellent long-term opportunity for a personable & dedicated candidate who wants to develop a career in Real Estate. This Field Agent will work alongside the top agents in the area to gain a better understanding of the ins & outs of the real estate business. Essentially, the Field Agent will be getting compensated to learn from the best all while building a pipeline of business! The opportunity: to learn, grow & develop into a successful agent on our team!

Field Agent Responsibilities:

- Commit to learning all facets of the business: listing coordination, marketing strategies & direct client relations
- Continuously connect with agent team & update agents regularly on all client communication, questions, & feedback
- Regular interaction with clients throughout entire process
- Schedule & conduct showings on behalf of agents
- Conduct open houses
- Cover home inspections, property visits, & closings
- Assist listing team as they prepare to list homes for sale, including but not limited to: attend floorplan appointments as needed, photoshoots as needed, staging installations as needed, learn MLS entry, basic listing marketing process
- Administrative duties as needed (marketing, email, etc)
- Update Compass CRM regularly
- Cultivate relationships to convert leads to appointments via phone, text, & email
- Enhance and maintain current and past client relationships as a client concierge
- Contribute to a positive work environment by demonstrating accountability, inclusion, flexibility, continuous improvement, collaboration, creativity, & fun



90 Great Road, Bedford, MA 01730

SuzanneAndCompanyRE.com

Team@SuzAndCo.com

781.275.2156

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Field Agent Knowledge, Skills, Experience:

- Excellent attention to detail, scheduling & juggling priorities
- Service driven, with a desire to exceed client expectations
- Critical thinking & analytical skills with a desire to learn & grow
- Outgoing personality with a desire to be in partnership with others to succeed
- Comfortable with Google Suite (including Google Drive, Sheets etc.)

Field Agent Requirements:

- Real estate license (dual license in New Hampshire a plus)
- If you do not have your real estate license, commit to passing MA real estate license exam within 3 months of hire date
- Professional demeanor with an ability to flex your style
- Flexible schedule, including days, nights, & weekends
- Desire to learn & be part of a team
- Cell phone & clean, reliable car
- High school graduate

Suzanne & Company Commitment:

- Lead, manage & hold Field Agent accountable to our proven processes
- Educate &/or expose Field Agent to many facets of real estate:
 - Listing process
 - Buyer process
 - Compass tools & technologies
 - Staging & marketing opportunities
 - A network of vendor partners & clientele
 - Lead generating
 - Social media content calendar
- Provide tools for success in the real estate field
- Coaching & mentorship throughout tenure

Field Agent Compensation:

- \$28 hourly rate plus commissions for own business procured & listing referral business



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