Basic Job Descriptions for the Organization Model of the Millionaire Real Estate Agent

**AGENT**
- Lead-Generation Strategy
- Hire/Fire/Manage
- Train/Coach/Consult
- Meet with Executive Staff (Weekly for Accountability and Strategy)

**LEAD LISTING SPECIALIST**
- Secure Appointments
- Get Listings
- Weekly Seller Calls
- Negotiate Offers

**LEAD BUYER SPECIALIST**
- Secure Appointments
- Get Buyer Agreements
- Show and Sell
- Weekly Buyer Calls
- Negotiate Offers

**LEAD COORDINATOR**
- Receiving
- Sourcing
- Assigning
- Database Entry
- Tracking

**MARKETING AND ADMIN. MANAGER**
- Lead Generation and Systems Execution
- Communication Systems
- Financial Systems
- Oversee Staff

**TELEMARKETER**
- Get Lists
- Make Calls
- Get Leads

**LISTING MANAGER**
- CMA’s
- Listing Marketing
- Seller Comm./Admin.

**TRANSACTION COORDINATOR**
- Contract to Close
- Select and Manage Vendors
- Client Communication

**ASSISTANT**
- Answer Phone
- Administrative Overflow

**RUNNER**
- Physical Tasks/Outside Office