**Inside Sales Agent**

***Job Description***

As an Inside Sales Agent (ISA) at The Loken Group, you will prospect for and acquire new clients on a daily basis from various inbound and outbound lead sources provided by The Loken Group. You will assist in all aspects of the process of prospecting, cultivating, setting appointments and managing leads in our contact management database system. You will obtain critical information about buyer / seller leads and schedule appointments with qualified leads for the Listing and/or Buyer Specialists. You will assist customers to find the home of their choice and show homes, as needed. The Loken Group provides all training necessary to successfully perform in the ISA position.

***Job Specific Skills***

1. Communicates effectively with peers, superiors, customers, and vendors in written and verbal form.

2. Practices, memorizes, and internalizes scripts.

3. Ability to block out distractions and listen intently to the conversation that is occurring.

4. Creates a sense of comfort and familiarity with leads/clients and is able to build rapport.

5. Excellent organizational and time management skills.

6. Organized, systematic, and detail-oriented.

7. Results-oriented and high achiever.

8. Basic understanding of computers and navigating the Internet.

9. Excellent organizational and time management skills.

10. Career development and training focused.

11. Strong phone voice.

12. Have (or be willing to obtain) a Texas Real Estate License.

***High Performer Key Activities***

1. Practice, memorize and internalize scripts at least 2 to 4 hours /week.

2. Work a pre-planned 40 to 50 hour work week.

3. Prospect for new clients on a daily basis 3 hrs/day.

4. Make 100-150 contacts per week calling on:

a. Expireds/For Sale By Owners

b. Buyers

c. Sphere of Influence

d. Past Clients / Database

e. Just Listed / Just Sold

f. Open Houses

g. Various other sources

5. Conduct 10 to 20 hours of lead follow-up per week.

6. Manage 50+ NEW leads each week and work through existing leads to convert into **8-10+** buying and/or listing appointments weekly.

7. Manage contact database system.

8. Call past clients and your sphere of influence to ask for referrals.

9. Willing to be held accountable for goals/results.

10. Attend training and establish daily role-play partners.

11. Track weekly goals and progress.

12. Measure lead conversion ratio and meet performance benchmarks.

***Key Benefits***

1. An Opportunity To Pursue a Career In The Real Estate Industry.

2. High Net-Income ($60,000 - $100,000+) With Minimal Overhead Or Risk.

3. First Class Training, Coaching And Personal Development.

4. A Solid Track Record Of Real Estate Production And Service.

5. Hundreds Of Business Leads Generated, Captured And Tracked.

6. Pre-Designed Marketing And Promotional Materials.

7. A Consistent Inventory Of Saleable Listings.

8. Pre-Selected, Quality Vendor Alliances (Mortgage, Title, Etc.)

9. The Prestige And Recognition Of A Proven Real Estate Team.

10. Mentoring From An Experienced And Respected Professional.

11. Teamwork, Encouragement And Support With A Family Feel.

12. KW Profit Sharing And Residual Income Opportunity.

13. 401k matching program.

***Who We Are***

A Hardworking Team with a STRONG desire to produce and provide SOLUTIONS. We have a solid work ethic, which includes suiting up and showing up every day. We are extremely focused and driven, and have a fun and energetic team environment. We are not just focused on our own production, but on our team production and how we can help that individual in their daily professional performance. Because we have always been focused on listings, buyer leads are inevitable. That being said, our marketing department NEVER stops lead generating which provides us with an overflow of leads every single day.

**Buyer Spe**

***Interested?***

**DOES THIS SOUND LIKE YOU MIGHT FIT? Are you willing to lead and belong to a TOP PRODUCING, HIGH ENERGY Team?**

**If YES – please send your resume and references to SARA ST. MARCEAUX, at** [**sara@thelokengroup.com**](mailto:sara@thelokengroup.com)**. Be sure to let us know why we should consider you in your own language.**