

Sales Position Description

GREEN CHAIR REAL ESTATE AGENCY POSITION DESCRIPTION

TITLE OF POSITION: _____

RESPONSIBLE TO: Manager – Sales Team

REPORTS TO: Manager – Sales Team

DATE: XXst September 20XX

ELIGIBILITY CRITERIA FOR AGENT'S REPRESENTATIVE:

- be at least 18 years old
- have completed a course prescribed under the applicable State legislation
- not have been found guilty of any offence involving fraud, dishonesty, drug trafficking or violence punishable by three months or more imprisonment (whether or not a jail term was imposed), within the last 10 years
- not be insolvent under administration
- not be the cause of a successful claim against a State specific Property Fund or a corresponding fund
- not be a represented person under the Guardianship and Administration Act of the relevant State (or equivalent)
- not be subject to a State's Civil and Administrative Tribunal declaration making you ineligible to act as a Real Estate salesperson in the applicable State
- not be subject to an order by any regulatory body in Australia disqualifying you from working in Real Estate.

REAL ESTATE EMPLOYEE AGENT'S REPRESENTATIVE

Employees at this level have been classified in accordance with State requirements by the employer. An employee at this level may perform any of the duties permissible by State law of a Real Estate Employee but will also have responsibility for the listing and/or selling/or renting of real property or businesses, for helping clients to buy real property or businesses or for managing rental or strata/community title properties or for sourcing and/or securing new property managements (including strata title managements).

JOB TITLES OF A REAL ESTATE EMPLOYEE (BASED ON STATE LAW REQUIREMENTS) INCLUDE:

- Real Estate Salesperson;
- Buyer's Agent;
- Property Management Representative or Property Manager;
- Business Development Manager;
- Strata/Community Title Management Representative or Strata Title Manager
- Auctioneer

TASKS

Indicative tasks at this level may include:

- performing market appraisals for sale or rent of real property or businesses;
- conducting and/or supervising the preparation of documentation and correspondence associated with the sale or leasing of real property or businesses. Such documentation and correspondence may include:
 - sale authority agreements for both sale and property management;
 - rental agreements;
 - rental bond documents;
 - commercial and/or residential leases/rental agreements;
 - advertising material associated with the sale or renting of real property and businesses;
 - inventory reports;
 - strata/community title management agreements;
 - property inspection reports (ingoing, outgoing and periodic);
 - conducting or supervising property inspections (ingoing, outgoing and periodic);
 - organising advertising of a property;
 - organising sign boards for open for inspections;
 - conducting inspections with interested parties for real property or businesses that are for sale or lease;
 - conducting negotiations between a prospective buyer and seller of real property or a business, or between a prospective tenant and the property owner;
 - using personal initiative to source and secure prospective properties to sell or manage;
 - the listing and/or sale of real property or businesses;
 - the leasing of commercial, industrial or retail property;
 - conducting market research and providing marketing advice to customers;
 - conducting auctions of real property;
 - liaising with conveyancers and solicitors involved in the sale of real property or businesses or in the commercial leasing process;
 - assessing and processing tenancy applications;
 - organising property repairs and maintenance, including ingoing and outgoing property condition reports;
 - providing advice to property owners and tenants on preventative and planned maintenance;
 - accounting for rents and expenses to property owners;
 - liaising with and report to property owners and/or owners corporations;
 - appearing before tenancy tribunals and providing advice to property owners on state and territory residential tenancy matters (including the termination of tenancies);
 - attending and/or conduct strata management meetings;
 - completing strata management documentation.

OTHER DUTIES

The Position Description is only descriptive of the duties to be undertaken during the period of employment, and the Employee accepts that Green Chair Real Estate Agency may require the Employee to carry out any duties which are within the Employee's skill and competency.

ACKNOWLEDGEMENT

Signed Principal

Date

I, _____ acknowledge I have read and understand the Position Description.

Signed

Print Name

Date