



Job Title: Inside Sales Agent

As an Inside Sales Agent (ISA) at CXT Realty, you will prospect for and acquire new clients on a daily basis from various inbound and outbound lead sources provided by the company. 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. CXT Realty provides all training necessary to successfully perform in the ISA position.

Goals:

1. Leverage database system for lead and client conversion
2. Build and maintain a robust follow up system
3. Connect clients with outside sales agents

Job Specific Skills:

- Communicates effectively with peers, superiors, customers, and vendors in written and verbal form.
- Practices, memorizes, and internalizes scripts.
- Ability to block out distractions and listen intently to the conversation that is occurring.
- Creates a sense of comfort and familiarity with leads/clients and is able to build rapport.
- Excellent organizational and time management skills.
- Organized, systematic, and detail-oriented.
- Results-oriented and high achiever.
- Basic understanding of computers and navigating the Internet.
- Excellent organizational and time management skills.
- Career development and training focused.
- Strong phone voice
- Have (or be willing to obtain) a Arizona 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: Expireds/For Sale By Owners, Buyers, Sphere of Influence, Past

Clients/Database, Open Houses, Just Listed/Just Sold, and 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. Base salary plus commission
3. High Net-Income Potential (\$60,000 - \$100,000+) With Minimal Overhead Or Risk.
4. First Class Training, Coaching And Personal Development
5. A Solid Track Record Of Real Estate Production And Service
6. Hundreds Of Business Leads Generated, Captured And Tracked
7. Pre-Designed Marketing And Promotional Materials
8. A Consistent Inventory Of Salable Listings
9. Pre-Selected, Quality Vendor Alliances (Mortgage, Title, Etc.)
10. The Prestige And Recognition Of A Proven Real Estate Company
11. Mentoring From An Experienced And Respected Professional
12. Teamwork, Encouragement and Support With A Family Feel