



Your job title: Real Estate Apprentice

Where you will work: 2201 Lake Woodlands Drive, The Woodlands, TX 77380

Who's the boss: Michael Sharpe

Who are we?

The mission of the Kink Team is to provide the premier client service experience for each home seller and home buyer we work with. Knowledge we've gained through years of working in the local market empowers us to provide our home buyers and sellers with the advice they need to make informed decisions. Whether it's selling a home, searching for a home, or negotiating a contract, each member of the Kink Team is an experienced real estate professional who applies their expert skills to each step of the process to help each client achieve an outstanding result.

Who are we looking for?

The Real Estate Apprentice is an individual who is willing and able to earn the right to be a Real Estate Apprentice for a high performing team. This person relishes the opportunity to serve and communicate with clients, maintain accurate records to ensure deadlines are met and assist agents with additional workload in contract writing. The Real Estate Apprentice is deeply committed to completing tasks the right way with a high degree of quality, attention to detail, and consistent communication. This person has immense focus and can do one thing for a long time without getting distracted. This individual exhibits drive and desire to influence; however, the overriding marker of his/her behavior is persistence and stability.

A Real Estate Apprentice is deeply committed to supporting the team in achieving greater and greater levels of success, and to growing his/her own skills and developing into a supportive member within the team.

What will you do?

These are the standards a well-above-average performer will maintain or exceed:

- Field phone calls from clients, contractors, agents and other business partners.
- Be the first point of contact in handling customer inquiries or complaints



- Oversee all contracts through closing
- Create timelines and follow up with individuals as needed to ensure deadlines are met
- Maintain accurate and compliant files for all transactions
- Prospect daily for the team
- Understand contracts in order to summarize all important terms, conditions and contingency dates
- Communicate and follow up with agents during the transaction process to capture important dates, missing documents, calendar reminders, file compliance status, etc...
- Follow up with clients after the sale to check in and request testimonials
- Maintain impeccable organizational and communication skills with team agents and clients at all times
- Schedule appointments as needed
- Perform data entry services.
- Keep all CRMs up to date.
- Generate business from your own efforts - including working your sphere on a regular basis
- Assist with setup and monitor property search portal for buyer clients
- Assist Listing Coordinator with preparing listing documents for clients.
- General team errands, when needed

Essential duties and responsibilities

- Information management
- Oversight of contracts through closing
- Customer/Vendor relations

Communications/Interactions

- Lead Agent - daily
- Agent Team - daily
- Administrative Team (as appropriate to team structure) - daily
- Buyers/Sellers/Vendors - as appropriate

Knowledge/Skills

- Strong written and verbal communication skills
 - Exceptional organizational and project management abilities
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- Bookkeeping skills
- Great ability to focus
- Concerned about doing things the right way
- Calm under pressure
- Learning based
- Service-based attitude
- Proven ability to succeed
- High school graduate
- Real estate license
- 3-5 years of administrative experience

Compensation

- Salary plus any applicable performance-based bonuses and Profit Share

