

Job Title: BROKERAGE SUPERVISOR

We are looking for a qualified real estate agent for the Position of **Brokerage Supervisor** who will be responsible for buying and selling property for our real estate business. You will be tasked with growing our customer base by generating leads, counseling clients on market conditions, and developing competitive market prices. You will also be in charge of creating lists of real estate properties and presenting purchase offers to sellers.

Membership with any of the Real Estates Associations in Ghana is required to be considered for this position. To be successful in this role, you will need to have good experience with sales.

Responsibilities

- i. Generating client leads to buy, sell, and rent a property.
- ii. Counseling clients on market conditions, prices, and mortgages.
- iii. Developing a competitive market price by comparing properties.
- iv. Creating lists for real estate sale, with information on Property location, features, square footage, etc.
- v. Showing properties to potential buyers and renters.
- vi. Presenting purchase offers to sellers.
- vii. Facilitating negotiations between buyers and sellers.
- viii. Reviewing purchase contracts to ensure terms are met.
- ix. Promoting properties with ads, listings, and open houses.
- x. Preparing loyalty contracts, purchase agreements, rental agreements, deeds, and other documents for each real estate transaction.
- xi. Maintaining your real estate license and knowledge.

Requirements:

- Must be a licensed real estate agent.
- Experience with sales especially property sales.
- Strong interpersonal skills.
- Good Communication Skills.
- Good knowledge of the local and international property market.
- Possess a valid driver's license.