



Glass Properties Group  
Keller Williams Realty Urban Elite  
3550 W 38<sup>th</sup> Avenue #20 | Denver, CO 80211  
Each Office is Independently Owned and Operated



[GlassPropertiesGroup.com](http://GlassPropertiesGroup.com) | [KWCommercial.com](http://KWCommercial.com)

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**Job Title:**

***Outbound/Inbound Sales Associate (ISA/OSA)***  
***Glass Properties Group | KW Commercial***

**Where you will work:**

**Denver Metro Area -**

90% Work from Home & 10% in Office – Full Time

Must live in Denver Metro Area.

Keller Williams Office, Denver – Highland Neighborhood

3550 W 38th Ave Suite 20, Denver, CO 80211

**Reports to:**

Senior Real Estate Broker | Director KW Commercial

**Compensation:**

Total Compensation \$65,000 - \$75,000 annually – Includes \$50,000 annual base salary + Bonuses per closed transaction.

10 Days Paid Time Off (PTO) + 10 Paid Federal Holiday

**Who are we?**

The Glass Properties Group with KW Commercial is a top-producing team of broker advisors for Commercial & Residential real estate. The mission of the Glass Properties Group is to help our clients build wealth through real estate - starting with their first home and moving on to help them build a portfolio of Commercial and Residential investment properties.

We work with Real Estate Investors. Our team specializes in Multifamily Buildings, Mix-Use, Fix & Flips, rental opportunities, and other investment real estate for the entire Colorado Front Range including the Denver Metro Area, Colorado Springs, Northern Colorado as well as the Mountain Regions. We provide premier customer service and strive to build long term relationships with our clients. Our team is set apart from the Realtor/broker industry by 1) working more as real estate advisors versus just sales agents, 2) being very responsive and available to clients, vendors and other brokers 3) working with a wide range of clientele from first time purchasers to very savvy investors, corporations and institutional buyers and 4) being advanced problem solvers and offering real & unique solutions for real estate owners, buyers and sellers.

**Who are we looking for?**

The Outbound/Inbound Sales Agent focuses on new client prospecting and business development. This will mainly be through cold calling and warm calling over the phone but will



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also include communication via social media, emails, text, mailers and client events. He/she draws energy from working with people and works with a sense of urgency. This enthusiastic, self-starting person with a passion for selling is responsible for converting a massive amount of leads into appointments through personalized follow-up.

This individual will take ownership of leads and actively systematize the conversion process for maximum effectiveness. They record their productivity and sales metrics and track the results in regular accountability meetings. This person has the drive and tenacity to achieve or exceed productivity, appointment setting, and revenue targets while responding efficiently to customer inquiries (usually in the form of sales leads) and the subsequent documentation, assignment, and follow up of those leads.

This individual must be highly trustworthy—in addition to being the first point of contact to the team, they will also have access to sensitive files and information regarding associates, customers, and finances.

The Outbound/Inbound Sales Agent's activities directly affect the bottom line, and as such they are deeply committed to the team achieving greater and greater levels of success, as well as to growing their own skills and developing into a leader within the team.

As the success of the business grows, this individual has the potential to be promoted to Director of Lead Generation, responsible for supporting more agents, department members and assistants to ensure all administrative tasks continue to be completed to high standards with maximum efficiency.

### **What will you do?**

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

- Maintain rigorous prospecting for new business opportunities
- Achieve productivity, appointment setting, and revenue targets
- Consult with real estate agents to ensure fiduciary service of the real estate transaction from initial contact through the listing agreements

### **Essential duties and responsibilities**

- Outbound cold calling to convert leads to appointments
- Manage cultivation of inbound sales inquiries to convert leads to appointments
- Follow scripts to deliver the team value proposition and handle objections
- Qualify leads to accurately convey motivation, competition, and financial specifics to real estate agents



- Manage database of leads to ensure processes run smoothly and there is rigorous lead follow-up
- Accurately track and report productivity and sales metrics
- Understand and internalize evolving real estate trends in the local market
- Understand and adhere to local, state, and federal laws regarding real estate brokerage services

### **Communications/Interactions**

- Outbound leads – daily
- Agents on team – daily
- Direct manager – daily

### **Knowledge/Skills**

- Strong written and verbal communication skills
- Exceptional telephone skills—ability to set and close appointments over the phone
- Willingness to spend the majority of the workday on the phone
- Ability to learn and internalize scripts and dialogues
- Ambitious with proven ability to succeed
- 2 years experience in Real Estate
- Learning based
- Team player
- High school graduate, College preferred
- Real estate license
- Demonstrable record of sales success against quotas