



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



GlassPropertiesGroup.com | KWCommercial.com

Job Title:

Lead Listing Agent

Glass Properties Group | Keller Williams | KW Commercial

Where you will work:

Denver Metro Area -

Hybrid - 20% in Office / 80% Field Work or Work from Home – Full Time

Must live in Denver Metro Area.

Keller Williams Office, Denver – Highland Neighborhood

Reports to:

Senior Realtor | Principal Broker - Glass Properties Group

Compensation:

100% Commission | 1099 Contractor

Estimated Commission Income: \$95,000 - \$175,000

Minimum 24 Listing Transactions Annually

Who are we?

The Glass Properties Group with Keller Williams and 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 Listing Agent is an individual who thrives on taking risks and facing challenges while maintaining a win-win, positive attitude. In addition, he/she demonstrates on a daily basis the knowledge, attitudes, skills, and habits of a high-achieving listing agent who is committed to



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putting clients first, doing the right thing, and seeking win-win agreements. The Listing Agent will go on listing appointments scheduled by our Outbound Sales Associate and other listing leads assigned by the principal. He/She closes those appointments to agreements, and then provides high-level fiduciary advice on pricing strategy and staging the home for sale. He/She will market the home or work in tandem with a Listing Assistant to launch a marketing campaign. The team will cover all expenses of listing marketing. He/She will evaluate showing feedback and reevaluate pricing as needed. Upon receiving an offer, the Listing Agent will negotiate the offer, write the contract, and oversee the deal through its close.

The Listing Agent also demonstrates a commitment to learning and strives for growth by regularly attending courses, teaching when appropriate, and regularly practicing scripts and dialogues. He/She is committed to investing in team

What will you do?

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

- Promptly responds to listing leads assigned to them by the Outbound/Inbound Sales Associate (OSA) and Principal Broker, convert leads to appointments, and close appointments to signed listing agreements!
- Provide high-level fiduciary advice on pricing strategies and staging homes for sale
- Will work closely with our Outbound Sales Associate, Listing Marketing Assistant and Transaction Coordinator.
- Market the home as appropriate
- Responsible for identifying, contacting, and obtaining appointments with for sale by owners and expireds, as well as maintaining consistent lead follow-up until the prospect lists or decides not to sell
- Evaluate showing feedback and reevaluate pricing as needed
- Effectively negotiate, or oversee negotiations for sellers
- Consult with clients to deliver a 5 star experience and ensure fiduciary service of the real estate transaction from initial contact through contract to close
- Prospect for seller leads (includes social media, networking, identifying and calling for sale by owner, expired listing candidates and hosting Open Houses)

Essential duties and responsibilities

- Attend listing appointments and convert those appointment into signed listing contracts.
- Oversee all aspects of sellers' transactions from initial contact to contract to close
- Negotiate for sellers



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Communications/Interactions

- Outbound Sales Associate - daily
- Listing Marketing Assistant – daily
- Sellers – daily
- Transaction Coordinator – daily

Management Responsibilities

- Listing Assistants

Knowledge/Skills

- Colorado real estate license
- 1 – 3 years of industry and sales experience
- Strong written and verbal communication skills
- Excellent organizational and time-management abilities
- Calm under pressure
- Computer skills
- High school graduate