



**Position Title:** Real Estate Agent

**Position Status:** Full Time

**Reports to:** Joseph Lawson - Sales and Operations Manager

**The Opportunity:**

Becoming a top selling real estate agent doesn't happen overnight (nor should it), but in time it can happen to someone with the focus and drive to learn, grow and excel. With the right team to support you along the way, you can achieve great things.

We're looking for someone who will work hard, overcome challenges, and stay organized. If you (or someone you know) is up for a challenge, please keep reading.

To apply, please email a resume and brief cover letter to [closings@cabellchildress.com](mailto:closings@cabellchildress.com) with the subject line "Cabell Childress Group Real Estate Agent".

**Organization:**

The Cabell Childress Group is growing and needs an ambitious, enthusiastic, hard-working agent to help put people in their dream homes. Serving Metro Richmond, the Cabell Childress Group has been a top performing group for 20 years. In 2020 the Cabell Childress Group moved over \$100 million in real estate.

The Cabell Childress Group is known for incredible customer service and excellent negotiating skills on behalf of their clients. Additionally, they have invested in cutting edge lead-generation and client management software to create an incredibly efficient sales process which enables the team to focus on taking care of the customer.

The team at the Cabell Childress Group has a close-knit culture that offers encouragement and day-to-day support as well as team-building events, weekly sales goals meetings, and celebratory team retreats.

### **Description:**

As an agent with the Cabell Childress Group (with Long and Foster), you will be responsible for generating, working, and closing the leads that come through your own work and through the Cabell Childress Group. You will have expert and experienced coaching helping you along the way, and tremendous back office support enabling you to focus on sales.

The right person will be a self-starter with experience working with people and attention to detail. Each day they will generate and follow up with leads, provide top notch client experience, and guide clients through the buying or selling process. Work hours include evenings and weekends.

### **The Day to Day:**

- Lead Generation - Marketing yourself and the Cabell Childress Group through a wide variety of channels
- Lead Follow Up - Follow up with leads as quickly as possible (usually within 15 minutes), ensuring an excellent client experience with an opportunity to convert to a sale, including using our lead generation and client management database
- Schedule meetings with potential clients - Create opportunities to meet with both buyers and sellers in order to convert their business
- Show houses - Take buyers to view houses and be present at open houses for sellers on weekends
- Guide Clients Through the Transaction - When a client is ready to offer or list, guide them through the process from beginning to end, writing contracts, negotiating on behalf of the client and doing final walkthroughs; throughout the process ensure a good client experience, flawless paperwork and opportunities for future referrals
- Team meetings - Meet with the whole team or one-on-one with the sales manager to review progress, discuss strategies, and share successes

### **The Benefits:**

- Mentoring and Training - Work directly with successful agents who have completed over 2,000 deals in the last 10 years; we'll teach lead generation, contract writing, negotiating and all the intricacies of the real estate business
- Brand - Be a part of a well known high performing Richmond Real Estate brand that is growing and has been in the top three volume per agent in Central Virginia for the last several years



- Team Generated Leads - We have more leads than we can work! Receive qualified leads from various online sources
- Administrative Support - Work with three administrative coordinators who are 100% dedicated to the Cabell Childress Group to support transactions and marketing
- Brokerage Support - Benefit from working with the Richmond market's leading brokerage firm, Long and Foster, including recognition programs and professional development
- Teamwork - When you need advice, or a vacation, or a day off for a family emergency, or just need to be two places at the same time, there is a team of people who have your back
- Real Estate Investment - Learn how to analyze investment properties, both short-term flip and long-term rental properties, and how to accumulate long-term wealth through real estate investment

#### Minimum Qualifications:

- At least one of the following
  - 3+ years sales experience in non Real Estate fields
  - 1+ years experience in Real Estate
  - Large network in Richmond
- VA Real Estate License (or willingness to get one quickly)
- Strong written and oral communication skills
- Loves meeting people, networking and talking on the phone
- Builds trust quickly and has never met a stranger
- Experience succeeding in the details, especially in contracts
- Technologically proficient, including MS Office, G Suite and mobile devices

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