

KEN RIGEL GROUP

Purchasing Specialist

Position Description

The Purchasing Specialist is the primary contact for buyers. The Purchasing Specialist is experienced in working with both first time and move-up clients and uses their elevated knowledge of current real estate trends to assist those clients in moving smoothly and effectively through the purchasing process and into a home that fulfills their needs, wants and best interests.

Key Duties

- Career vision (3, 5, 10-year planning)
- Training and education
- Coaching and consults
- Annual, monthly and weekly goals
- Maintain planned use of time
- Lead tracking and reporting
- Lead follow up
- Prospecting
- Buyer appointments
- Convert buyer prospects into clients
- Analyze buyer needs and goals
- Buyer representation agreements
- Confirm pre-approval
- Housing and community information
- Home search plan and timetable
- Showing tours
- MLS research and off-market channels
- Preview properties
- Help with education and comparing homes (pricing and market research)
- Write and present offers
- Negotiate contracts
- Educate buyers on our process
- Protect buyer's best interests
- Explain realtor-client relationship and representation
- Advice regarding possible repairs and price reductions
- Attend closings
- Distribute closing gifts

- Obtain video testimonials at closing
- Post-closing information and service
- Moving and relocation information
- Return calls same day
- Maintain license
- Research and use latest technology
- Respond to emails
- Attain industry designations
- Read industry publications
- Fill out conveyancing forms
- Maintain checklists
- Continuing education (current codes and building SOP)
- Client follow up
- Maintain standards of showing

Key Personality Traits

- Outgoing
- Social
- Energetic
- Polite
- Punctual
- Computer savvy
- Enjoys change and implementing new ideas
- Takes ownership
- Proactive problem-solving
- Prefers to be accurate and precise
- Excellent communicator
- Ability to read personality types and adjust communication
- Work hard, play hard mentality
- Passionate about finding clients their ideal home

Experience

Minimum 2 years of experience preferred for this position

Education/Certification

To be considered for this position, you must hold a current Alberta Real Estate License in good standing.