

# **Assurance Commercial Real Estate Services**

## **Agent/Advisor Job Description**

### **Qualifications**

At Assurance, we understand that to be the best you must maintain an environment of integrity, professionalism, and education. Having these qualities will greatly enhance your chances of success at our firm:

- A faith based outlook
- Comply with Assurance Mission and Values Statement
- Desire to improve themselves
- A high degree of personal responsibility
- Successful track record of achieving goals
- Excellent communication skills
- Honesty
- Self-motivated
- Willing to take risk
- Personal organization
- Professional dress and appearance
- High degree of empathy
- Persistence
- Flexibility
- Emotional stability

### **Responsibilities and Expectations of Assurance Agents include, but are not limited to:**

#### **Prospecting**

Maintain a “farm-area” of at least one major market in the Houston area in which regular contact is made. This includes all of the following:

- Personal visits (canvassing)
- Telephone calls
- Appointment setting
- Direct mail
- Email
- Social Networking (Facebook, Twitter, social media, etc.)

Maintain a personal contact list from your sphere of influence of which regular contact is made:

- Personal visit
- Telephone call
- Set appointments
- Direct mail

Choose from warm canvassing, cold calling, networking, and data mining for additional relationship building:

- Personal visits
- Telephone calls
- Appointment setting
- Direct mail

#### **Client Presentations**

- Make well prepared, detailed, and organized presentations
- Research office properties within your market and be able to compare and contrast
- Be prepared to discuss market adjustments in rent for properties or other issues relating to an up or down market
- Include all appropriate disclosures
- Practice any presentation until confident and comfortable
- Present to potential client
- Work to obtain client’s signature on an exclusive representation agreement
- Select Office buildings that fit clients’ highest and best use
  1. Search online tools for properties in desired market
  2. Compare findings with personal notes on market from canvassing
  3. Utilize firm’s tools and experience to select highest and best use within that market
  4. Formulate strategy with client to tour, negotiate, and execute on the best opportunity for the client

#### **Professionalism**

Be well prepared, detailed, and organized

Be willing to conform to the Assurance non-negotiable standards

*Once you have reviewed the qualifications and expectations outlined on this site, please pray about your decision to pursue a career as an Assurance Commercial Real Estate Adviser. If you would like to apply, you may submit your resume to: [career@assurancecommercial.net](mailto:career@assurancecommercial.net)*