



# REAL ESTATE AGENT

## JOB DESCRIPTION

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### ABOUT MOSSY OAK PROPERTIES BOLEY REAL ESTATE:

**Our business is modeled after 3 words: Passion, Knowledge, and Honesty.**

**Passion** - Real estate in Iowa is our passion and where our hearts are. We see helping buyers and sellers with their Iowa properties as our opportunity to help people achieve their goals and fulfill their dreams.

**Knowledge** - From the latest market values, to how to maximize that value, to what gets it sold, we pride ourselves on our team of Certified Land Specialists that give the very best, current information to our clients in order for them to maximize the potential of their buying and selling goals.

**Honesty** - We believe there is no better way to do business than to do it honestly. It is the only way to feel good about what we do and keep our clients coming back time and time again.

We currently have the only two Mossy Oak Properties offices that are in Iowa. Our offices are located in Keosauqua and Albia. We have 13 agents spread throughout Southeast, Southern, and Central Iowa. Our business is heavily involved in the outdoor industry, but we also have a very strong residential market presence as well. Our business was founded in 1986 by Ralph Boley, and his family has continued to keep the business alive and thriving for over 31 years.

### WHAT YOU WILL DO:

As a Mossy Oak Properties Boley Real Estate Agent, you will be joining one of the most recognizable brands in the Outdoor Industry. Our brand, along with our extensive marketing avenues will give you an extremely large amount of resources to take your Real Estate sales as far as you would like them to go! Being a real estate agent provides you flexibility and allows you to control the amount of business you would like to work with. Real Estate is a give and take business - the more you put into it, the more you will get out of it!

All of our Agents are required to complete our Certified Land Specialist training program that will provide you with the knowledge and skills needed to effectively establish or expand a client base of your own as well as provide you with valuable skills you will use throughout your Real Estate career.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain regular communication with your Broker
- Complete all required paperwork accurately and in a timely manner.
- Post all required information to our websites and other electronic databases.
- Take high quality photos and/or videos of listed properties.
- Attend regular sales meetings
- Complete Mossy Oak Properties' Certified Land Specialist training
- Maintain accurate records in listing folders for all listings
- Work closely with our Marketing Specialist and Graphic Designer to develop and maintain a marketing strategy to effectively market yourself and your listings to potential clients.

### REQUIRED EXPERIENCE:

- In order to be an agent with us, you must have your real estate license in the State of Iowa or be in the process of obtaining your license.
- You must meet all requirements as defined by the Iowa Real Estate Commission.
- Experience in sales is preferred, but not required.