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Associate Salesperson Job Summary

Develop your career as a Commercial Real Estate Broker in a highly entrepreneurial environment by providing assistance to brokers in developing business opportunities for Atlantic Properties. The primary focus of an associates salesperson at Atlantic Properties shall be assisting in the sales & leasing of commercial real estate. Business opportunities may also include introduction of potential acquisition or development opportunities for Atlantic Properties and/or its partners.

Principal Responsibilities

- Implement strategies set forth by Director of Sales & Leasing.
- Identify potential clients and conduct research to identify best ways for Atlantic Properties to assist in satisfying their needs.
- Canvass prospective Sellers, Landlords, Buyers & Tenants through a variety of approaches primarily including telephone calls, physical canvassing & the use of Social Media & Technology.
- Arrange meetings with prospective clients.
- Accompany and assist brokers at client meetings.
- Provide analytical support for cash flow and other financial analyses as well as gather relevant market data and prepare market surveys.
- Prepare Requests for Proposals (RFPs) and presentations of Atlantic Properties' capabilities as well as proposed business terms to prospective clients.
- Provide support to cross-sell other lines of business (e.g. property management, construction, consulting, etc.)
- Help build strong client relationships by delivering "best in class" services which includes providing relevant information to clients on timely bases.
- Assist the brokerage team in updating CRM platform as well as listing services used to market properties.
- Preparation and review of all documents used throughout the sale & lease cycle.

Associate Salesperson Qualifications

- Bachelor's degree.
- Real Estate or Sales Experience.
- Experience in researching business development opportunities.

Skills required:

- Strong oral and written communication skills.
- Must have a highly professional presence, be a strong relationship builder and value an entrepreneurial environment.
- Must be analytical and a creative problem solver.
- Must be a self-starter, who is reliable, and gets things done as efficiently as possible.
- Must be great as an individual contributor as well as a team player
- Must have strong computer skills (Microsoft Office) with the ability to use best industry technology to obtain latest market research, historical information, and trends.
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