

Real Estate Sales Agent

Department: Pat McKenna Realtors

Industry: Real Estate

Employment Type: Full-Time

Overview

Pat McKenna Realtors is seeking a motivated, professional, and driven full-time real estate sales agent to join our growing team. This role is ideal for a self-starter who is passionate about helping clients navigate the home buying and selling process while building long-term relationships and generating new business opportunities.

The ideal candidate is highly organized and thrives in a fast-paced sales environment. This position requires strong communication skills, consistent follow-up, and the ability to manage multiple clients and transactions simultaneously.

Key Responsibilities

Client Relations & Sales

- Assist buyers and sellers throughout the entire real estate transaction process.
- Build and maintain strong relationships with clients through consistent communication and exceptional service.
- Understand client needs and provide knowledgeable guidance and solutions.
- Conduct buyer consultations, listing presentations, property showings, and open houses.
- Negotiate contracts and assist clients through closing.

Lead Generation & Prospecting

- Prospect for new business through lead follow-up, networking, referrals, and outbound communication.
- Maintain consistent communication with leads and past clients to generate repeat and referral business.
- Respond quickly and professionally to incoming inquiries and sales opportunities.
- Work and manage a sales pipeline effectively to ensure consistent conversion and growth.

Transaction & Process Management

- Guide clients through contracts, disclosures, and required real estate documentation.

- Coordinate with lenders, attorneys, inspectors, title companies, and other parties involved in transactions.
- Maintain accurate client records and transaction updates within our CRM system.
- Ensure all transactions comply with brokerage policies and industry regulations.

Marketing & Team Collaboration

- Host and manage open houses and property showings.
- Collaborate with team members and leadership to provide a seamless client experience.
- Participate in trainings, meetings, and team development opportunities.
- Represent Pat McKenna Realtors with professionalism and integrity.

Qualifications

Required Skills & Experience

- Active NJ real estate license
- Strong sales, negotiation, and relationship-building skills
- Excellent verbal and written communication abilities
- Professional appearance and demeanor
- Motivated, goal-oriented, and driven to succeed
- Strong organizational and time management skills
- Ability to work independently while contributing to a team environment
- Comfortable using technology, CRM systems, and real estate platforms
- Ability to multitask and thrive in a fast-paced environment

Preferred Qualifications

- Previous sales or customer service experience preferred
- Prior real estate experience is a plus, but not required
- Knowledge of local real estate market trends and practices preferred

What We Offer

- Team support and collaborative culture
- Ongoing training and professional development
- Lead opportunities and growth potential
- Access to proven systems, tools, and processes
- Opportunity to build a successful long-term real estate career within a growing team