



**Job Title:** Inside Sales VP

**Date:**

**Job Description:**

**Responsibilities:**

1. Manage and answer all leads calling and registered in our website, making sure that all communications are being logged completely in CRM and if needed, to transfer/assign leads to the right agent/person who can specifically assist the lead about their inquiries.
2. Need to make contact with leads through phone or email within 5 minutes after they have registered on our site during the VA's shift.
3. Once we are able to make contact with leads, forward all information and transfer to one of our agents. The agent will then qualify lead and change their status either Nurture, Watch or HOT.
4. Need to check with agents at least once a week on the status of their respective leads, as this will help our agents do their follow ups with their respective leads.
5. Monitor daily all leads that have recently visited our website and try to make a follow up with them most especially to those leads that we haven't made any successful contact from the start.
6. Follow the 10 Days of Pain for our new leads and track them in a spreadsheet to be submitted every Friday.
7. Track all leads that we have currently in contract with as well as those leads that we have closed files and submit a lead conversion report at the end of the month, this will enable us to measure the success rate of our lead generation efforts.
8. Get info and look up properties in MLS to answer the questions of leads on the properties that they are interested in.
9. Add all our listings to Realtor, Zillow and Trulia.
10. Create email drip plans in CRM that would generate us more success in making contact with our leads.

Conforme: \_\_\_\_\_  
*Signature above Printed Name*