



**SKILLS, QUALITIES, AND CHARACTERISTICS NEEDED TO BE A
SUCCESSFUL REAL ESTATE PROFESSIONAL WITH
PATHWAYS REAL ESTATE AND FINANCIAL SERVICES, Inc.**

Prepared for
Prospective Applicants of
Pathways Real Estate and Financial Services, Inc.



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PURPOSE

The purpose of this report is to give insight with a focused explanation of what the position of an Online Real Estate Professional for Pathways Real Estate and Financial Services, Inc. entails. It will give an understanding of what the typical duties, skills required, typical commissions, and working conditions will be like. Most importantly, it will prayerfully set a vision in the heart of the reader as to what this company's mission is and is becoming. This report is a very significant document to this company and its' future employees. The person that is chosen for this position must have understanding, skills, and a God-motivated passion to operate in this position.

The purpose of an online professional is to allow you to have a dedicated career in real estate that is not necessarily operated out of an office, but your home office. This person would be able to write thank you letters and do newsletters, do property research, and updated their website, etc. As well as follow-up with clients as needed.

VISION

Over the many years of real estate entrepreneurs, many real estate businesses have succeeded and many have failed. It seems to some, that the route of being a successful real estate business is to make a commitment to give the very best service to your clients. Pathways Real Estate and Financial Services, Inc. has made this commitment.

In networking with many other successful realtors we have noticed a common thread; great realtors and assistants that give extraordinary service. It is our goal that we continually look for new ways to serve our customers better.

Pathways Real Estate and Financial Services, Inc. has one desire in mind and it fits simply in the slogan of the company. "There are many pathways in life, but we want to help you find the best one for you!" Offering to help people find the best pathway that will lead them to a secure and safe home is our vision. Along with this basic natural need, we pray that the Lord will allow us to relate with our clients in such a way that they become friends. We have witnessed the Lord working in this way many times. Therefore we stand amazed at His glorious works. This desire we have will only grow with your help. This position should be more than a job, it should be a serious ministry commitment to you. The vision will only grow as we are able to implement the following plans.

DUTIES

Allied Business Schools say that, "Real estate professionals and assistants are an integral part of any successful realtor's team. Their primary function is to support each other as agents. In addition to general clerical functions, a real estate professional or assistant makes listing appointments, prepares documents, answers phone calls, places listings into a multiple listing service, holds open houses, conducts market analysis, creates marketing materials, posts new listings, and prospects for new clients." In addition to these functions, an online professional or assistant will have to keep client data updated, make follow-up calls, make flyers, and research property data. There may be other added functions from time to time.

Another very important request that Pathways Real Estate and Financial Services, Inc. asks is that each professional & assistant pray for our clients and the business. For example: A new client referral is submitted to us. We would then submit this referral to the professional or assistant and the assist would call and make the first initial contact and

get some general information. All contact info would be dialoged in an online journal and the professional or assistant would follow up as needed on a weekly basis. At the start of the next page you will find a chart from <http://www.aaronline.com/documents/966.aspx>. This chart provided by AAR Online, helps to give a visual of the task of a realtor professional or assistant. We have an online based system that we feel the Lord is perfecting; this allows a person with efficient computer and internet skills to work from any where.

**Tasks and Duties
Performed by Professionals/ Assistants**

Duties	Percentage
Administrative	13
Monitor Listings	12
Gather Data	12
Coordinate Media Advertising	9
*Meet with Appraisers, Inspectors, etc.	8
Input Listings in MLS	8
Receptionist	8
Develop Marketing Tools	7
*Assist in Open House	6
Manage Financial Accounts	6
*Attend Closings	4
Telemarketing	4
Referral Agent	4

*Note: if you live outside of the Minneapolis area you will not be required to do certain things.

SKILLS REQUIRED

Pathways Real Estate and Financial Services, Inc. desires that each professional and assistant have the ability to demonstrate the following skills:

1. Online Real Estate Professional or Assistants must have the ability to operate and figure out a variety of online web based programs. Such programs include, but are not limited to Acrobat Reader, Microsoft Word, Microsoft Publisher, Excel, Outlook Express, Calyx Point, Top Producer, LionInc.com, White Pages Online, MSN online calendar, and Envision 4.7 (some training will be provided).
2. Online Real Estate Professional and Assistants must have the ability to offer superb customer service. Clear vocal and communication skills, excellent listening skills, and a desire to understand client needs although a client might not be able to clearly express them.
3. Online Real Estate Professionals and Assistants must be able to demonstrate organizational skills, time management, and task completion with emphasis on self motivation to get requested tasks done. This position is very flexible as far as working hours goes, but it is an absolute must that candidates enjoy this type of work.

TYPICAL COMMISSIONS

The 1099 pay structure for an online real estate assistant will be as follows:

- Commission Structure:
90% - MLS – E&O-SUPPLIES- Board Dues
Every 4th transaction 50% - MLS –E&O- Supplies-Board Dues (this plan is optional- It is for an employee emergency account-To be used in a time of unexpected needs)
Monthly Fee \$250.00 if no CLOSINGS PAY NOTHING \$0
Web Site- \$25.00 Per Month
Top Producer Access- \$25.00 Per Month

WORKING CONDITIONS

Amazingly, the Lord has created us all different. It is a sure blessing that people are able to be as creative with careers as Crayola Crayons is with colors. Many people are gifted to help keep a very zealous real estate person organized. As you can see the salary of an assistant can range just like the salary of the agent that person is assisting. One thing that is noticed as being a great plus in the real estate business is the ability to work from home on occasion. You will need a good computer, with self provided internet service, and a self provided cell phone with plenty of minutes (because of the possibility of long distant charges that you will not be reimbursed for). You will be provided with voice mail service after one month.

So with great service, a smile, and flexibility real estate teams will go far! This is a great team to work with, but because of the distance and necessity of self motivation this job might not be for everyone. One thing to keep in mind, because of the nature of dealing with client's personal information all candidates must go through a series of interviews and back ground checks. It is important that each candidate prays about this

position to determine if this is where the Lord would have them. This company is founded on Christian principles and we will always do our best to operate by the Bible.

A few of the most important principles are a love for Jesus Christ and neighbors, along with honesty, prayer, and peace. If after reading this document, you still desire to apply for this position please go to <http://applyforjob.keys2myhome.com> and submit a formal application.

Thank you,

David Nunn, President