**Real Estate Partner I**

**TOP 3 DUTIES**

1. **Execute Team Leader’s schedule**
2. **Execute database, Top 50 lists and birthday program**
3. **Execute listing and contract to close checklists**
4. Execute Team Leader’s Schedule:
   * Schedule all appointments
   * Print daily schedule
   * Confirm all appointment the day before
   * Prepare a folder with all of the material needed for each appointment on daily schedule
5. Execute database, Top 50 and birthday program:
   * Mail EOS/LOTH/Geographic Farm monthly
   * Give team leader themed call list for power hour (i.e. database calls by letter of the wee, 12 of Top 50 VIP, etc)
   * Schedule happy hours and client parties; implement birthday and gifts program systems
6. Execute listing and contract to close checklists
   * Execute listing checklist start to finish
   * Execute contract to close checklist start to finish