



Roles and Responsibilities of the Gold Services Manager

The roles and responsibilities of the Gold Services Manager are to:

- Help lead the Seminars by actively working with the Manager to plan and carry out the activities of the Seminars.
- Coordinate the posting of "This Home Comes With a New Mortgage So You Can Buy It" signs for every Open House.
- Ask for the appointment at every opportunity.
- Discuss all that Weichert Financial Services has to offer buyers and sellers – Mortgage, Insurance, Title, Home Connections.
- Reach out to the associates and encourage them to invite all their clients/customers to the Home Buyers/Sellers Seminars.
- In conjunction with the Manager, run special invitation and follow up call sessions for the associates.
- Locally promote the Home Buyers/Sellers Seminars.
- Use the Home Buyers Seminar Registration/Sign-in sheet at every Home Buyers/Sellers Seminar.
- Lead Home Buyers/Sellers Seminars to demonstrate to buyers that now is a great time to buy.
- Ask for the business with every lead.
- Provide Buyer Verification for our sellers to ensure the financial ability of the buyer to purchase their home.
- In conjunction with the Manager, submit weekly Success Story reports for possible use in the weekly Sales Meeting Guide and other communications.