



Roles and Responsibilities of the Manager

The roles and responsibilities of the Manager are to:

- Coordinate the posting of "This Home Comes With a New Mortgage So You Can Buy It" signs for every Open House.
- Train associates on closing skills and techniques through in-office training and online programs on Weichert University.
- Coordinate special Home Buyers/Sellers Seminar Call sessions.
- Encourage the associates to extend invitations to all their clients/customers to attend the Home Buyers/Sellers Seminars.
- Locally promote the Home Buyers/Sellers Seminars.
- Conduct Home Buyers/Sellres Seminars with the Gold Services Manager.
- Encourage the associates to do a warm hand-off to the Gold Services Manager.
- Update the office calendar template, post, and distribute copies to each associate.
- In conjunction with the Gold Services Manager, submit weekly Success Story reports for possible use in the weekly Sales Meeting Guide and other communications.