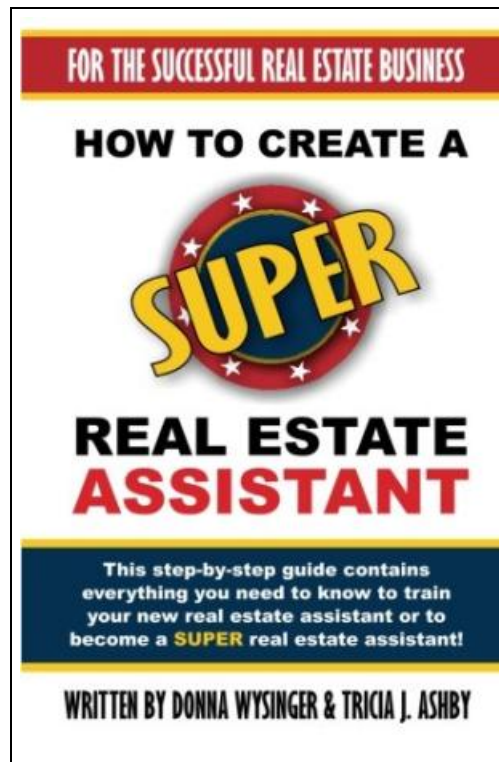


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HOW TO CREATE A SUPER REAL ESTATE ASSISTANT: FOR THE SUCCESSFUL REAL ESTATE BUSINESS



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Inaequo Systems LLC, United States, 2014. Paperback. Book Condition: New. 214 x 138 mm. Language: English . Brand New Book ***** Print on Demand *****.How To Create A SUPER Real Estate Assistant is the book you have been waiting for. This is a comprehensive and detailed handbook designed to teach real estate agents how to use leverage to help their business grow. This book covers all aspects of the job of a real estate assistant and how the assistant can aid the real estate agent in creating more leads, more business, and more revenue. How to Create A SUPER Real Estate Assistant is a great tool for: Real Estate Agents who would like a blueprint for running a successful business Real Estate Agents who are considering hiring an assistant Real Estate Assistants who desire excellent training Real Estate Agents with successful teams and systems who would like to take their business to the next level For those agents who feel that they would like to hire an assistant but don't know how or are too busy to train one, this book has been created in a way that the assistant can essentially train themselves! How to Create a SUPER Real Estate Assistant covers all facets of a Successful Real Estate Business: Administration and Office Management - agendas and points for goal setting, weekly and daily meetings, general office practices including; mail, phones, messaging, email, equipment, supplies, inventory, expenses. Transaction Coordination - the how-to's of organizing and managing all contract paperwork Contact Management - organizing and managing the Agent's contacts, categories for sphere of influence, information for expanding the Agent's database Lead Generation and Marketing - comprehensive action plans for increasing the Agent's business through advertising and marketing; including methods, strategies, and examples Client Maintenance - detailed...



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