

Showing Partner

A working job description template. Fill in the blanks and adjust the details to fit your team.

Name: _____ **Job Title:** _____ **Date:** _____

1. PRIMARY RESPONSIBILITIES

The top 20% of the job. If these get done, the role is working.

- Assist the lead agent by showing homes to buyer clients
- Identify homes that meet the criteria set by the lead agent after the needs analysis
- Assist buyers in preparing to make an offer on their chosen home

2. DAY-TO-DAY ACTIVITIES

- Showing homes to buyer clients
- Working with buyers to refine their needs and wants based on the homes they see
- Finding homes that meet buyer clients' criteria

3. MANAGEMENT DUTIES

- None to start. Strong performance in this role leads to future opportunity (Buyer Specialist track).

4. KEY SKILL SETS & STRENGTHS

- People oriented; positive and pleasant to be around
- Patient; asks good questions
- Able to analyze clients' needs and wants
- Learning based and customer-service oriented
- Willing to learn scripts and objection handlers

5. TEAM INTERACTIONS

- Lead Buyer's Agent / Team Lead: daily
- Buyers: daily
- Administrative staff: daily

6. COMPENSATION

Fill in for your team. Components to consider: base salary, bonuses based on a percentage of each deal, and other benefits. For a real-world example of how a team structures splits, see the Mission Realty Team Agreement & Compensation Structure in this kit.

7. EXPERIENCE & EDUCATION

- High school graduate
- Real estate license (required to meet MLS criteria for this role)
- Track record of service

8. BEHAVIORAL PROFILE

Preferred DISC: **IS, ISC, SCI**

Factor	What you're looking for
Lo-Mid D	Prefers parameters of authority set before making decisions; operates well as part of a team; indirect leader
High I	Energized by people and opportunities to motivate and persuade; confident, outgoing, excellent communicator
Mid-Hi S	Cautious; caring, helpful, and dependable; prefers predictable situations and tasks; strives for harmonious relationships
Mid C	Conscientious about quality of work; more people-oriented than task-oriented; works hard for recognition of a job well done

9. THE NARRATIVE

The Showing Partner is highly sociable, draws energy from working with people, and is optimistic and outgoing. They have a strong sense of urgency, but not at the expense of quality. They want to support the lead agent in achieving team success while growing their own skills and developing into a leader within the team.

After the lead agent performs a needs analysis, the criteria pass to the Showing Partner, who finds homes that match, shows them to buyer clients, and works with those clients to confirm or refine the criteria. The Showing Partner closes buyers to contract offers, then hands off to the lead agent to prepare and negotiate the offer.

A Showing Partner should be available to successfully show homes to at least 4 buyers a month and stay organized while providing the level of service the team expects. They are forward-looking individuals who build and maintain positive professional relationships, and they are eager to earn the right to use their license as a Buyer Specialist.

Modify this narrative as needed to fit your team.