



Marcus Ibrahim: (617) 285-2966 | marcus@teamibrahim.com

Helen Ibrahim: (630) 881-1035 | helen@teamibrahim.com

Job Description: Team Agent

Who are we looking for?

Our team is looking for an agent who is a leader and deeply committed to serving our clients with integrity, expertise, and compassion with the utmost level of care. The agent is able to connect well with clients, help identify their needs, advise them in their home search or sale process, analyze and negotiate offers, and be the client's advocate throughout the entire process. In addition, as a team member, this person is committed to supporting the team to greater levels of success as well as continually growing his/her own skills. This position is primarily working with buyers. There is a minimum production requirement and training period if the agent desires to do listings.

Mission: *We go the extra mile to deliver the highest value to our clients!* At Team Ibrahim Real Estate, our mission is to provide unparalleled service and expertise to our clients throughout their real estate journey. We are dedicated to creating a stress-free experience by ensuring clear communication, efficient paperwork management, and expert execution of all tasks, including complex transactions like 1031 exchanges. Our commitment is to deliver precision in inspections, masterful negotiations, and substantial cost savings, showcasing our unwavering dedication to achieving our clients' goals.

Vision: Our vision for Team Ibrahim Real Estate is to be the trusted beacon of excellence in the real estate industry. We believe in nurturing long-lasting relationships with our clients, whether they are discerning retail buyers or seasoned local investors. Our goal is to provide unparalleled professionalism, ensuring that every client feels valued, informed, and supported throughout their real estate journey. We are here to open doors to a future filled with prosperous transactions, always putting our clients' best interests at the forefront.

Values:

- Integrity
- Patience
- Excellence
- Adaptability
- Learning new skills on your own
- Proactive and creative problem solving
- Responsiveness while staying organized
- Team mentality (think sports/music)
- Clear and clean communication
- Warm and personal, having empathy
- Punctual
- Attention to detail with precision
- Knowledgeable
- Kind persistence



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What will you do?

Essential responsibilities and expectations:

- Regularly set 1 (new) consultation per week, write 2+ offers per month, **close 1+ transaction per month**, and earn **5 star reviews** on **every deal!**
- **Call new** online **leads** within 30 seconds & follow up with text & email **immediately**.
- **Respond to client** inquiries **as soon as possible** (preferably within 5 minutes), even if it's to let them know you will respond later, preferably within the same day.
- Follow up hourly w/ new leads, daily w/ hot leads, weekly w/ hot clients, every 2-4 weeks w/ nurture leads/clients assigned to Agent, & keep detailed notes in CRM system after ALL communication.
- Proactively **set appointments** for consultations & **convert leads into clients** through **skillful persuasion** & excellent delivery of team's **value proposition**.
- Proactively schedule and **tour properties** with assigned leads/clients **every single week** except those weeks which Agent has scheduled ahead of time to rest or travel with family and has coordinated coverage with team members in their absence.
- Analyze properties and the market in great detail to create **excellent CMAs** that truly help the client **understand the value** of the subject property.
- **Master the art of negotiation** to get the **BEST terms** for your client, create the greatest chance to win the deal without leaving money on the table or exposing your clients to harm, simultaneously earning and keeping the trust of the other agents with whom you are negotiating.
- Proactively guide clients through the many moving pieces of the **escrow period** and **hold their hands** while explaining all documentation to them in great detail and with deep understanding of the content as the **subject matter expert**.
- Attend all inspections, estimates & appointments necessary during the escrow period.
- Research and purchase a closing gift (under 1% of GCI, paid by the team) that shows you listened closely to the client that will create a "wow" moment for them along with a handwritten card to bring to the keys exchange.
- Preview or show a minimum of **3 properties per week** to have a pulse on the market.
- Continually **research**, practice, & track the efficacy of **best scripts** & practices to **maximize lead conversion** into clients, clients into **closings**, & closings into raving **5 star reviews & referrals**.
- Participate in client appreciation & marketing events. Other tasks/responsibilities may be assigned from time to time.
- Attend weekly team meetings and check-in meetings with Marcus or Helen

Communications/Interactions:

- Lead Agent – daily
- Team Ibrahim – weekly meetings, as needed with TC & team members
- Clients - daily
- Other Vendors (inspectors, lenders, etc.) - as needed



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Knowledge/Skills

- Strong ability to connect socially; good listening skills
- Strong written and verbal communication skills
- Ability to analyze complex data accurately
- Teachable and learning based
- Shrewd negotiation skills
- Ability to stay organized and responsive no matter what is going on
- Strong attention to detail, both written and in person
- Delivers on what is expected, promised or requested in a timely manner
- Real estate license required
- High school graduate, bachelor's degree highly preferred
- Proficient at technology and quick to adapt to new softwares and apps
- 1 – 3 years of sales experience preferred

Compensation:

- **AGCI** is defined as **Adjusted Gross Commission Income** (GCI minus any referral fees to 3rd parties).
- If another team member is crucially involved in 3 or more of the items below for the deal, 15% of Agent's AGCI will go to the team member who helped.

An Agent is expected to complete these **6 key elements of a deal** to receive the full commission.

1. Ask for a buyer/seller consultation.
2. Conduct buyer/seller consultation.
3. Ask the lead for their exclusive business or sign agreement.
4. Advise the client more than 90% of the time.
5. Prepare the CMA/negotiate the price/terms to the client's benefit.
6. Review/advise/negotiate inspection items to save client as much time & money as possible

Buyers:

- 40% AGCI on Zillow leads
- 50% AGCI on all other leads
- 60% AGCI on immediate family (parent, sibling, or child only)
- +5% AGCI **bonus** for **setting** the **consultation**

Sellers:

- 30% AGCI on Team generated leads (i.e. paid leads, marketing events, Marcus/Helen's sphere)
- 40% AGCI on Agent generated leads (i.e. prospecting, sphere, past clients, referrals, etc)
- 50% AGCI on immediate family (parent, sibling, or child only)
- +5% AGCI **bonus** for **setting** the **consultation**



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Other:

- Agent may earn supplemental income through a la carte appointments that Agent takes for another team agent such as showings, appraisals, inspections, walkthroughs) and will be paid at \$50 per showing and \$50 per hour for inspections. If you request another team agent to do an appointment for you, you should pay them the same rate as above, trade showings, or you can choose to pay a 3rd party service like Showami.
- 25% referral on leads that Agent brings to the team but doesn't work.
- Open houses will be considered part of lead gen if Agent is hosting one.
- 50% on rentals, after marketing expenses if on the leasing side
- 75% on personal deals
- Open houses will be considered part of lead gen if the agent is hosting one
- **Team Ibrahim will pay for all TC fees (\$500/deal), approved advertising and marketing costs, closing gifts, client appreciation events, etc.**