



Growth Coordinator Job Description

Our Mission

Educating real estate buyers and owners to make well-informed decisions. Stay dedicated to growth and improvement by proactively reaching out for feedback, streamlining our processes, staying focused on serving and maintaining the highest level of technical expertise.

Culture

Being a superstar is hard and we will expect your best every day. We place a high priority on integrity, dependability, punctuality, extraordinary customer satisfaction, and going above and beyond the job profile. You will receive from us a great work environment, competitive compensation, and a flexible schedule. We value personal happiness and fulfillment, so we will look for opportunities to help you achieve your personal goals while offering perks and a fun atmosphere.

Your Mission

The main goal of the Growth Coordinator is to drive business to the inspection team. You are expected to help build strong brand awareness by creating relationships with realtors and brokers. Together with the team, you will look for opportunities to maintain and improve our level of customer service throughout all steps of the home inspection process.

Primary Objectives

- Contact top producing real estate agents in our service area with a focus on establishing relationships and scheduling 1:1 meetings. This is done through a predetermined schedule of cold calling and emailing.
- Create, improve, and document cold calling scripts and follow-up schedules.
- Schedule and lead 1:1s with top producing agents as well as presentations to real estate offices.
- Complete routine "pop-ins" at area real estate offices to maintain ongoing relationships.
- Maintain database of top performing agents in the specified region for prospecting purposes.
- Create and maintain an agent retention program/schedule with a heavy focus on timely

follow-ups.

- Track, document, and report all weekly growth activity according to the agreed-upon performance measures. Review growth activity with a manager at weekly standing meetings.
- Help create and improve materials necessary to market to realtors and brokers.
- Help generate new ideas and improve existing processes.
- Track and report all monthly expenses and uphold a predetermined budget.
- Develop relationships with industry leaders through outside networking events. Look for opportunities to serve on industry committees, attend affiliate meetings, and sponsor events.
- Help create marketing content, including monthly newsletters.
- Learn the basics of the home inspection process and the services we provide.

Performance Measures

This position is highly dependent on the achievement of specific growth goals. We aim to eliminate guesswork by providing clear key performance measures so all parties are on the same page about ongoing performance. The measures below are an example, they may change based on the individual and with time.

Weekly:

- 50 calls to top producing agents, 50 follow-up emails.
- Schedule at least five 1:1 meetings with top producing agents. Complete at least 3.
- 50 additional calls to one of the following:
 - o Agents that have previously used us, but not in the past 120 days.
 - o Agents that have not used MEJARO.
 - o First time agents (agents that have used Mejaro just once on the buying or selling side, often the result of the client's finding us on their own vs agent referral).
 - o Vendor office agents who have not used Mejaro.
- Complete 2 office visits or calls to schedule a presentation to their group.
- Complete at least 1 real estate office group presentation. Every year, one visit per office.
- Gain 5 new agents; 20 new agents per month is the target.

Key Skills

Consistency in this role is #1. It is through a commitment to a consistency that great relationships with relators will be established and customer service will be at its best.

- Self-motivated and driven to succeed.
- Comfortable with managing your independent schedule and making the most of your time.

- Strong written and verbal skills.
- Exceptional organizational and systems development and implementation skills.
- Technology skills – MS Office, Zoom, Sales CRM.
- Integrity; a commitment to doing things the right way.
- Calm under pressure.
- Service-based attitude.

Experience Requirements

- High school graduate.
- Sales experience is a plus.
- Real estate industry experience is a plus.

Training and Development

Ongoing education, training, and personal and professional development are essential for your success at Mejaro. We continually grow as people and team members. You will be asked to participate in:

- Book studies
- Listening to podcasts
- Seminars
- Conferences
- Ongoing training
- Coaching

Compensation

Compensation is largely commissioned based. There are commission rewards assigned to each of the weekly performance measures and each time, they are achieved, appropriate compensation is given. We expect the minimum weekly performance measures to be achieved – at that rate, compensation is approximately \$30,000 annually. For those superstars that go above and beyond, compensation will reach higher.

Contact

Call or send qualifications:

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