



## Licensed Real Estate Agent (Salaried)

<b>Department</b>	Real Estate
<b>Hours Worked:</b>	Full-Time-37.5 hour per week
<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Managing Broker
<b>No. of positions</b>	1
<b>Locations</b>	Bufalo Office
<b>Annual salary range</b>	44,000-46,000
<b>Benefits</b>	NCP offers a comprehensive benefits package including generous health benefits, 15 Days accrued PTO in first year, 12 paid holidays, medical, dental and vision insurance, 401(k), supplemental short-term disability insurance, long-term disability insurance, and life insurance

### Job Overview

NeighborWorks Community Partners is seeking two motivated and experienced Real Estate Agents to join our team in Rochester and Buffalo, NY. This salaried position offers the opportunity to work with pre-qualified HUD-certified counseled buyers who have chosen our real estate brokerage services to help them achieve their dream of homeownership. As a Real Estate Agent with NeighborWorks Community Partners, you will guide clients through the home purchasing process, assisting them from initial consultation to closing, ensuring they understand each step and feel confident in their decisions. You will provide expert advice and support, offering professional insights into market trends, property evaluations, and financing options to help clients make informed choices. If you are passionate about helping people and looking for a fulfilling career, we want to hear from you!

### ESSENTIAL FUNCTIONS

#### Key Responsibilities:

- Advocate for buyers, ensuring their needs and preferences are met.
- Show suitable properties to qualified homebuyers.
- Assist clients in the purchase of residential real estate, preparing contracts and other necessary paperwork.
- Negotiate on behalf of clients to secure the best deals.
- Conduct market research and stay informed about current trends.
- Provide exceptional customer service throughout the buying process.
- Stay updated on real estate laws and regulations to ensure compliance during transactions.

#### OTHER DUTIES

- Develop and maintain relationships with clients to understand their needs and preferences.
- Participate in community events and networking opportunities to promote the brokerage.
- Assist clients with post-purchase support and follow-up.



### **EDUCATION & EXPERIENCE**

- A valid real estate license in New York State.
- High school or associate degree.
- A Minimum of one Year relevant' Experience
- A valid driver's license with a private vehicle, and satisfactory driving record.
- Must be able to drive and do showings for the clients on a regular basis.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in using real estate databases and technology tools such as Transaction Desk and Authentisign.
- Strong work ethics, organizational, and time-management skills.
- In-depth knowledge of real estate market and regulations.

### **WORK ENVIRONMENT**

NCP has offices in Buffalo, Rochester and Niagara Falls, and the candidate must be willing and comfortable with site visits and property showing as needed. The right candidate will be comfortable using the tools provided to break down language barriers for customers who do not speak English, which may include a translation service, or staff translator. Must also be able to work successfully with a diverse range of individuals including customers, volunteers, and agency partners. One must be self-motivated, flexible, persistent, organized and very attentive to detail. Reliable transportation is required. We are an Equal Opportunity Employer.

Apply online via [indeed.com](https://www.indeed.com) or submit a Cover letter and resume to HR department at:

[csimmons@ncpny.org](mailto:csimmons@ncpny.org)