



RUNNER JOB DESCRIPTION
PURPOSE
To provide assistance and support of The Coppola-Cheney Group in carrying out daily client transactions to include: touring, presentations, brochures, etc. To assist in updating project statistics, run CoStar, Excel and other reports, do research and handle various other client-related activities. This includes back stage and front stage activities.
ESSENTIAL DUTIES
<ul style="list-style-type: none"> • Researcher - research overall market activities for properties and clients. Back stage. • Runner - direct client contact. Front stage while still doing all back stages. • Touring - provide tours for clients and their properties. Interaction with clients emphasized heavily in the field. • Billing - prepare billing information for completed transactions • Extensive training program - on the job and classroom on-going training (2.5 year program) • Cold calling • ProCalc • CoStar • ACT
MINIMUM REQUIREMENTS
<ul style="list-style-type: none"> • Positive attitude • Willingness to work hard and learn • Ability to sell and work with people • Willingness to work extended hours in exchange for strong education and opportunity to be successful in the brokerage business • Self-starter • Strong business acumen
ADDITIONAL JOB DESCRIPTION
<p>This job is basically divided into four (4) learning steps:</p> <p>Step 1: <i>Term: Months 1-6:</i> (Researcher) – Complete training of all Back Stage activities. Learn the basics of all broker operation activities. Begin cold to warm calling.</p> <p>Step 2: <i>Term: Months 6-12:</i> Transition period between Researcher and Runner. Runner spends some time of the day working with Andrew Cheney and Gregg Kafka with their landlords and tenants in the form of meetings and tours. Researching office product is prevalent as the Runner begins to learn the overall market as well as each individual sub-market and specific buildings located therein. This time is spent learning how to handle all back stage and some interaction with clients in the field. Intensive cold calling during this period.</p> <p>Step 3: <i>Term: Months 13-24:</i> Completion of CCIM 101, Formal Sales Training Course (Dale Carnegie). The next twelve (12) months of the program involve making a move to be more transaction oriented. This is the time to work with the Principal Broker(s) as a team. The goal is to increase productivity by helping to alleviate the Principal Broker of his small fish and enable him to spend more time directly with clients in the field. At this time the Runner will be able to accomplish transactions with little or no assistance from the Principal. Cold calling becomes an essential activity.</p> <p>Step 4: <i>Term: Months 25-30:</i> Runner will operate with Principal Broker much like a junior partner relationship. These last few months are spent preparing to be an associate. Now is the time to begin building clients separate from Principal's Broker listings. The goal is to learn how to manage listings, the landlords and their own business. It is at this time that listings may be shared with other Lee & Associate Brokers, which will help to open the Runner's "book of business" essential for beginning as an associate.</p>