

Your job title: Photographer/Field Specialist

Where you will work: *Janice Overbeck Real Estate Team*

Who's the Boss: *Office Coordinator*

Who are we?

The mission of The Janice Overbeck Real Estate Team is to provide the premier customer service experience for each home seller and home buyer we work with. Knowledge we've gained through years of working in the local market empowers us to provide our homebuyers and sellers with the advice they need to make informed decisions. Whether it's selling a home, searching for a home, or negotiating a contract, each member of The Janice Overbeck Real Estate Team is an experienced real estate professional who applies their expert skills to each step of the process to help each client achieve an outstanding result.

Photographer/Field Specialist

The Photographer/Field Specialist will be responsible for prioritizing tasks to meet needs of our listing inventory and maintain an accurate inventory of all for sale signs, directional signs and lockboxes. They must work well in a fast-paced environment and be flexible when the business demands changes.

Photographer/Field Specialist responsibilities and duties

- Manage an accurate inventory of for sale signs, directional signs and lockboxes
- Track and document the location of all directional signs
- Training of logistics personnel
- Ensure materials are delivered to sites in a timely manner as per listing team direction and client criteria
- Assess and recommend ideal processes and methods for maintaining a standard of excellence
- Be a representative of the Janice Overbeck team to the general public and clients
- Maintain customer service logs and safety records

Photographer/Field Specialist skills

- Demonstrated understanding of the real estate industry
- Able to manage time effectively
- Excellent verbal and written communication skills

- Ability to pass drug test and general background check

What will you do?

These are the standards a well-above-average performer will need to maintain or exceed:

DAILY OPENING ROUTINE:

- Ensure the balloons and Agent on Duty sign is placed out front of the office and that the balloons are fully filled
- Take out trash in the kitchen and within the office & bathrooms as needed, check on bathrooms, wipe off sink and counters, make sure enough toilet paper, soap and paper towels are in place for the day
- Check on kitchen including the counter is cleaned off, etc.
- Ensure posted signs in kitchen regarding Individuals responsible for cleaning their own dishes, etc.
- Ensure the refrigerator cleaned out every Friday; throwing out food, wiping off shelves

REGULAR DUTIES:

- **KWAN-** once per day(or as instructed) to deliver EM checks, and HUD's, and KW checks and pickup items from our team's folders
- **Office Supplies-** notify the Office Manager when items are in need of purchasing
- **Misc Errands-** as directed by office staff

SCHEDULE:

coordinates schedule with the office manager to make the most of the company van for designated routes.

- Necessary tasks are weighed and evaluated for location, making large loops of areas to manage properties and errands.
- WAZE GPS APP is used exclusively to map out location to location.
- Some trips may be delayed in cases where more documents /flyers are needed in a given area.
- Google Calendars are used for scheduling assigned tasks - usually by office manager
- Special projects may be assigned by Janice or Russell as well.

Photographer/Field Specialist DUTIES and PROTOCOL:

- Sheets in a notebook labeled with each address are written out. Every visit or directive is documented in this notebook.
- **At the end of every day**, the Photographer/Field Specialist sends a completed task email to office manager and listing coordinators for records AND brings the Agent on Duty sign in

- **Signs-** Initial placement of the yard sign is under directive with the TC (transaction coordinator). Usually the Lockbox has been installed, but sometimes, lockbox and yard signs are installed the same day by the Photographer/Field Specialist. Photographer/Field Specialist maintains Signs inventory in the home office storage room. This includes inventory of Regular or Estate Signs, Riders(Under Contract, For Rent, etc).
- **Directionals-** These signs are placed at each property major intersection or neighborhood entrance (HOA compliant), in conjunction with Yard Sign placement and then again accessed/adjusted for Open House .They are removed once a property listing has closed.
- **Lockboxes-** TC (transaction coordinator) may get the key & install lockbox when securing final signed paperwork. If not, Photographer/Field Specialist is instructed to meet owner or get key from designated place to install Lockbox. A photo of lockbox is taken or the code # to is sent office manager the day of installation. Once closing has occurred, the Lockbox is turned back into the home office for storage and reuse. If a listing , Photographer/Field Specialist may be asked to retrieve the lockbox and give keys back to home owner on site.
- **FMLS:** a local store we access in Kennesaw to purchase sign accessories (clips, riders, repair and exchange of lockboxes)
- **Still Photography-** take photos of properties with provided company camera, deliver photos to listing coordinators for editing
- **3D Mapping-** reserved for our 150K + properties, this feature takes @45 minutes/1,000 sq. ft. to map out. Model is uploaded via Ipad in the office and edited for TC (transaction coordinator) access.
- **Zillow Video-** This is done for all properties, using the Premier Agent App, a @1:52min. template is done & uploaded on the App after the property has gone “live”.
- **Property Checks(VACANT)** current listing homes, per the Agent, properties are checked for secure doors, may need to run water/ flush toilets, check lights, Flyers replenished. For long distance properties, depending on the amount of “showing” traffic at the property we may delay frequent trips.
- **Open House-** On the Friday prior to, directionals and Open House Sunbursts (time frame for event, i.e 2-5) are moved to designated spots. The Photographer/Field Specialist, will record the location of all directionals and communicate that information in writing to the Event Coordinator, who will let the hosting agent know the locations via writing so they can remove said signage at the conclusion of the Open House. Photographer/Field Specialist may need to go back to remove signs if needed on Monday mornings. Some Directionals can stay at major intersections, observing the 20-30 ft. easement laws for the county.
- **Closing-** When closing is scheduled, the office manager notifies Photographer/Field Specialist with a Google Calendar date to retrieve lockbox, signs/directional and/or any other items(staging pieces, etc.) For long distance properties, sometimes the closing agent will agree to bring back items so Photographer/Field Specialist doesn't make the trip.