



## POSITION DESCRIPTION

<b>Position Title</b>	Realtor	<b>Employment Status</b>	Full-Time   Hourly
<b>Supervisor</b>	Auctioneer / Broker		
<b>Department</b>	Motleys Asset Disposition Group	<b>Date Approved</b>	December 2025

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### COMPANY DETAILS:

With our commitment to first-class customer service, Motleys is trusted globally to bring buyers and sellers together while providing transparent, effective, fair practices. If you are a visionary with an entrepreneurial spirit, we want you to join our growing team!

### JOB SUMMARY:

As a Licensed Realtor with Motleys Asset Disposition Group, you will play a pivotal role in connecting buyers and sellers through innovative auction and traditional real estate solutions. This position combines the expertise of real estate valuation with the dynamic environment of asset disposition. You will be responsible for assessing property values, advising clients on market trends, and executing sales strategies that maximize returns through competitive bidding and transparent processes. In addition to guiding clients through every stage of the transaction, from pricing and marketing to closing, you will leverage Motleys' auction platform to create accelerated sales opportunities for residential, commercial, and investment properties. This role demands a proactive, client-focused professional who thrives in a fast-paced setting and is passionate about delivering exceptional results.

### PRINCIPAL DUTIES:

- I. Consults with clients to understand their real estate needs.
- II. Gathers, provides, and explains details of current market conditions, pricing, legal requirements, and similar information.
- III. Assists selling clients with pricing based on current market values.
- IV. Assists clients with staging properties for sale; hosts open houses and other promotional events.
- V. Arranges or takes professional photographs of properties for sale, highlighting appropriate features and attributes.

- VI. Assists purchasing clients with identifying properties that meet their needs based on location, size, price, amenities, and other characteristics.
- VII. Assists clients (buying and selling) with the offer process, coordinating offers and counter offers with the other party's agents.
- VIII. Ensures that terms and conditions of purchase agreements such as loans, home inspections, and pest inspections are met before closing dates.
- IX. Ensures that paperwork is completed accurately and on time; corrects any errors or omissions.
- X. Coordinates activities required for property closing including document signing and fund disbursement.
- XI. Maintains knowledge of the housing market, anticipated developments, school performance, and other matters of client interest and concern.
- XII. Develops and maintains positive relationships with attorneys, mortgage lenders, and contractors to whom clients may be referred.
- XIII. Performs other related duties as required.

**EDUCATION | EXPERIENCE:**

- Virginia Real Estate License required.
- 2-3 years Real Estate experience.
- Experience with distressed properties, estate sales, and commercial auctions preferred.

**REQUIRED KNOWLEDGE | SKILLS | ABILITIES:**

- Excellent verbal and written communication skills.
- Excellent negotiation and persuasion skills.
- Excellent interpersonal and customer service skills.
- Strong attention to detail and accuracy.
- Thorough understanding of the real estate market and the laws, regulations, and best practices involved in real estate transactions.
- Deep knowledge of Central Virginia real estate and auction market.
- Experience with MLS platforms and CRM systems.

- Proficient in Microsoft Office, with aptitude to learn new software and systems.

**PHYSICAL REQUIREMENTS:**

- Prolong periods sitting at a desk and working on a computer.
- Able to travel as needed.
- Must be able to lift up to 15 pounds at a time.

**SALARY | BENEFITS:**

- Salary \$35,000 plus commission
- Commission based on sales volume
- Health, Dental, Vision, and Supplementary Insurance Offered
- Long-term and short-term disability
- Life insurance
- 401(k) with 4% match

The successful candidate will undergo a background check that must be cleared prior to working at Motleys Asset Disposition Group, Inc.

Motleys Asset Disposition Group, Inc. is an equal opportunity employer and does not discriminate on the basis of race, sex, national origin, religion, age, disability, genetic information, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act, the Age Discrimination in Employment Act, and other applicable laws and applies to all procedures affecting applicants and employees including, but not necessarily limited to: recruitment, hiring, placement, promotion, transfer, reassignment, reappointment, tenure, demotion, selection for training, layoff, furlough, and termination, compensation, and all other conditions or privileges of employment.