

CEO
**Sean
Brooks**

**Office
Manager**
?

**Acquisitions
Manager**
Sean Brooks

**Sales
Manager**
?

**Marketing
Director**
?

- Secretary Duties
- Personal Assistant
- Emails
- Phone Calls
- Screens all incoming leads / calls
- Pass lead to appropriate person
- Client Relations (buyers, sellers, vendors, etc...)
- Schedule appts...
- And anything else

- Acquisition of new deals
- Works Seller leads from Office Manager
- Schedules Appts
- Negotiates Deals
- Buys the deal
- Does the Contracts
- Seller Follow Up
- Networking
- Client Relations
- Communicate w/ CEO about deals

- Sales of Inventory
- New Client Acquisitions
- Client Relations
- Manage, engage, and screen bueyr's list very intimately
- Networking
- Screen new prospective buyer lead from Office Manager

- Marketing!
- Bandit Sign Creation
- Put out bandit signs
- Create direct mail campaigns with CEO
- Write handwritten letters for direct mail
- Door Hangers
- Website Creation
- Website updates with new properties
- Internet marketing

you need to get done

- Online syndication