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# Example of Agent Associate Job Description

Our innovative and growing company is looking for an agent associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for agent associate

* Ensure confidential and comprehensive preparation for First Day, First Week, and First 90 days for real estate agent teams and individual agents
* Prepare and process new agent transfer paperwork and new agent orientation materials
* Lead First Day Agent onboarding, suggest activities and trainings for First Week, First 90 days
* Supplement ongoing IT training and support for agents
* Monitor agent satisfaction with onboarding and support processes
* Collaborate with talented specialists and industry experts across regions to provide best-in-class agent support
* Utilize innovative technology that empowers you and your team to field agent requests thoroughly and efficiently
* Solicit agent feedback and suggestions to improve processes and expand agent support
* Collaborate with talented specialists and industry experts in NY and LA to provide best-in-class agent support
* Collaborate with talented specialists and industry experts in NY and DC to provide best-in-class agent support

## Qualifications for agent associate

* Collaborate with talented specialists and industry experts in NY and the Hamptons to provide best-in-class agent support
* Review listings and system tools to locate and identify corrections for code problems
* Professionally handle incoming requests from agents and ensure that issues are resolved both promptly and thoroughly
* Degree in Tourism or Hotel would be appreciated
* Very good English plus German, Italian, Spanish, French and/or Russian language skills
* Evaluate and process purchase requests