

# Just the Job

## Information Sheet

**Job title:** Real estate agent

### **Job description**

Real estate agents perform a variety of tasks, including:

- find out what clients buying a property want, and find properties to suit them
- contact people to see if they want to sell their property
- talk with clients who have property to be sold
- research and calculate the value of properties
- advertise properties for sale
- arrange open homes
- organise and negotiate property sales and contracts
- organise building inspections and reports.

### **Qualifications required**

To become a real estate agent you must be licensed with the Real Estate Agents Authority (REAA). This requires you to have one of the following qualifications:

- National Certificate in Real Estate (Salesperson) – Level 4
- National Diploma in Real Estate (Agent) – Level 5
- National Certificate in Real Estate (Branch Manager) – Level 5.

You may also be eligible for a licence if you have completed a comparable university degree.

There are two qualifications available for people wishing to enter the real estate industry as a property manager.

These are the New Zealand Certificate in Residential Property Management (Level 3) and the New Zealand Certificate in Residential Property Management (Level 4).

### **Secondary education**

There are no specific secondary educational requirements for real estate agents, but NCEA Level 1 in maths, English and science is recommended.

### **General requirements**

Real estate agents must have a neat and tidy appearance.

### **Training costs**

Training costs are set by training providers so you will need to check with them.

### **Career path**

With experience and further education, real estate agents can progress to become branch or real estate franchise managers.

Real estate agents may specialise in selling residential, commercial, or rural properties.

### **Salary range**

Pay for real estate agents varies as they are usually paid on commission. This is usually a percentage of the price the house sells for, and is negotiated with the client before the house is put on the market. There is a potential for high earning capability for those with the right mindset.

### **How to increase the chances of successfully entering this industry**

Useful experience for real estate agents includes:

- sales work
- public relations experience
- any work involving contact with people.

### **Personal requirements**

Real estate agents need to be:

- positive and persistent
- excellent at listening and communicating
- skilled at selling and negotiating
- motivated and self-disciplined
- honest, trustworthy and able to keep information private
- patient and helpful

- good at planning and organising, with an eye for detail.

**Other places to source information about this job**

[www.careers.govt.nz](http://www.careers.govt.nz)

<http://youthguarantee.net.nz/vocational-pathways/>

[www.skills.org.nz](http://www.skills.org.nz)