

What Can A VA Do For You



TXS)	SALES SUPPORT (PHONES)
	 Prospecting For Motivated Buyers/Sellers Accept and Handle Incoming Calls From Flyers, Signs, Postcards, etc Lead Screening and Appointment Setting Follow-up Scheduling and Lead Nurturing
	ADMINISTRATIVE SUPPORT
	 Receptionist Manage Calendars (Travel Plans, Appointments, Personal Events, etc) Database Management (Top Producer 8i, Podio, etc)
	LISTING MANAGEMENT

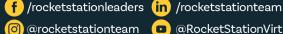
	Manage, Review, and Gather Documents for Listing (Prepare Listing Packet or Listing Presentation) Create New MLS Listings and Upload Photos Edit and Upload Video Home Tours Manage MLS Postings and Properties Advertised on Other Websites
VA	ALUATIONS
	Prepare Broker Price Opinion (BPO) Comparable Market Analysis (CMA) Status Reports



OUR 3-STEP PROCESS

PROCESS MAPPING AND IMPLEMENTATION

VA SCREENING AND INTERVIEWS **ONBOARDING** AND SUPPORT







@RocketStationVirtualStaffingUS

