



# Real Estate

## Virtual Office

**586-776-1813**

There are several advantages to using the services of a Virtual Office even if you have a Virtual or Traditional Assistant. Our Virtual Office can offer you the professional services of lead management, listing/transaction coordination and more, all without the need for additional training from you. Take a look inside for a detailed description of how we can help you.

## Welcome to the Virtual Office



Global Connection Virtual Office has gone beyond the normal concept of a Virtual Assistant and provides a fully staffed Virtual Assistant Center offering a wide range of flexible staffing solutions for Brokers and Managers in the Real Estate Industry, from the smallest business to national corporations and all at a fraction of the cost. In the pursuit for maximum efficiency and profitability, today's Real Estate Companies often find that, Virtual Staffing is an essential addition to their workforce to achieve corporate goals. They are maintaining a base of core employees supplemented by skilled specialists from outside resources for long and short term assignments. It's a staffing solution that enables them to respond to the challenges of recruiting new and seasoned agents, cost restraints, shortages of skilled personnel, quality demands, fluctuations in staffing needs and rapid technological advances. With A Virtual Office Assistant, you can utilize this principle as a tool when recruiting agents to your office. Global Connection Virtual Office has a full staff of seasoned employees with extensive backgrounds in Real Estate and today's newest Real Estate technologies, systems and programs. A Virtual Office Assistant can help newer agents with Lead management, Marketing, and Training, while seasoned agents can get assistance with setting their appointments, and handling their Listing and Transaction Management as well as their Leads and Marketing.

## PARTNERSHIP PROGRAM

Our Partnership Program offers a unique solution to those companies that want to utilize the services of a Virtual Assistant throughout the entire company. Each Office client has a Executive Virtual Assistant ready to assist the needs of each and every agent throughout the entire company.

Our mission is to establish successful, long-term partnerships with our clients by delivering exceptional services and training using the utmost degree of dedication, integrity and professionalism in each and every service we provide. We provide your agents the hands on training and support of a Virtual Office Assistant allowing you to differentiate yourself from other brokers or owners.

If you are interested in producing efficient, thorough and cost effective results for your company and rewarding opportunities for your agents then add a Virtual Office Assistant to your office amenities. Don't let another lead fall through the cracks, or another deal fall apart. Call us today to find out more about our Partnership Program. 586-776-1813.

We also provide our Partnership Program to multiple branch offices at a bigger price reduction. You can have a full time Virtual Office Assistant for as little as \$29.95 per agent, per month.

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# SERVICES

## Lead Management

- ⇒ With Lead Management, a VA is responsible for managing and monitoring the lead by inputting that lead into the agents database program and adding a plan of action for that lead. A VA will often perform various types of contact with a lead including emailing, mailings, and telephone contact to obtain pertinent information that is needed to effectively farm that lead into a client. With lead management that may include: questionnaires on the extent of readiness of the lead to sell or buy, a pre-listing or pre-qualification packet, a CMA or an automated drip email campaign to send any new listings to buyers that meet their criteria. Once that lead turns into a "client" then we move on to the next phase of the transaction.



## Listing/Transaction Coordinator

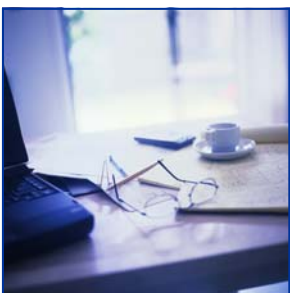
- ⇒ A Listing/Transaction Coordinator is a person responsible for managing and monitoring the transaction process by directing Real Estate professionals, clients, escrow companies, mortgage companies, etc. A Listing/Transaction Coordinator is also responsible for maintaining escrow files and the production, coordination and processing of all information and documents pertaining to the listing, sale and close of each home. Services performed will also include administrative and clerical duties, setting home inspections and assisting agents in communications and customer care obligations.

## Marketing

- ⇒ Marketing your listings— How about putting your new listing on it's own web address? If you are selling 123 Anywhere Street our office will provide your listing with its own web address if it is available. This adds a pride of ownership and perceived value for your seller. Plus it also serves the dual roll as a great housewarming gift for your buyer who wants all the family to see his/her new home. And of course your logo and contact information is right there for them to call for their real estate needs.
- ⇒ Branding and Personal Marketing— We will provide the newest lead generating techniques for Personal Branding and Marketing for all of you agents as well as the Broker/Manager for recruiting more agents. We will also assist your agent with any marketing campaigns that they want to tackle such as expired listings, farming, FSBO's and more.

## CMA's, Listing and Buyers Presentations

- ⇒ We provide a full service of Customized Presentations that is unique to each individual agent. Whether you are presenting to potential Sellers or Buyers we will create each presentation to fit your needs.



## Training Seminars

- ⇒ As Virtual Assistants we work with Real Estate Professionals around the world and in return receive a huge wealth of hands on training and experience. We will share that experience with everyone in your company by providing monthly training Webinars.

Global Connection Virtual Office is not your ordinary Virtual Assistant. It is a complete support system to bring your Company into the Real Estate of Tomorrow. We will partner with you to create a Leadership Team and assist you in increasing productivity and agent retention.

Most VA's work alone from their home offices creating an overwhelming workload that they eventually find they cannot handle. This happened to me! My name is Bev King and I am the President/Owner of Global Connection Virtual Office and I became so overwhelmed with Realtor clients that I was working close to 100 hours a week, sleeping at my desk and never leaving my home office. I knew there was a need for the Real Estate Virtual Assistant so instead of giving up, I expanded my company into a fully staffed Virtual Office. This way you receive full support without the risk of burning out your virtual assistant. I've also devised a way to cut the cost of the traditional Virtual Assistant and offer this wonderful opportunity to Brokers, Owner and Managers across the nation.

**Visit Global Connection Virtual Office at [www.globalvo.com](http://www.globalvo.com)**

**Beverly King**



Beverly King founded Global Connection Virtual Office in 1999 while working as a Transaction Coordinator at a local Real Estate Office. Bev brings an education in Marketing and over 20 years experience in the Real Estate Industry. Bev has partnered with several individual agents over the years and has been instrumental in over doubling their income and two of them have even gone on to open their own Real Estate Office. In her free time, Bev loves to travel, read and rollerblade.

If you are interested in learning more about the services of our Virtual Office and how we can help you organize your business, recruit producing agents, maintain your leads, and assist you in your listing and transaction coordination, call us at Global Connection Virtual Office and allow our 20 years of experience in Real Estate be a benefit to you.



## **Global Connection Virtual Office**

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