Ultimate 2 Person Company

- Marketing & Acquisitions
  - Main Job Description
    - Marketing Management
    - Property Acquisitions
  - Reporting
    - Weekly Inventory Reporting
    - Weekly Marketing Reporting
  - Marketing Implementation
    - Executes Marketing Plan
    - Manages Interns
  - Acquisition Lead Management
    - Controls Lead Flow
      - Seller Lead Flow
        - Pre-Screens Sellers
        - Prioritize Sellers
      - Buyer Lead Flow
        - Pre-Screens Buyers
        - Prioritize Buyers
  - Deal Evaluation
    - Manage 3 Step Deal Evaluation Process
    - Manage All Leads
  - Contract Management
    - Secure Contracts
  - Acquisition Processing
    - Acquisition Processing Checklists
    - Property Due Diligence
    - Title Work
    - Seller Communication
    - Attorney/Title Company Communication
    - Closing Preparation
- Split these Responsibilities
  - Phones / Mail
    - Check Mail
    - Handle Incoming Calls
  - Future Business Opportunities
    - Investigate Larger Projects
    - Investigate Multiple Streams of Income
  - Bookkeeping & Accounting
    - Billpay
    - Filing
    - Quickbooks
    - Mail Management
  - Office Inventory
    - Office Supplies
    - IT Problems
  - Staff Training
    - 1x a Week Office Meetings
    - 1x a Week Educational Meetings
  - Education
    - Develop Staff Educational Plan
    - Implements and Oversee Implementation
  - Marketing Plan
    - Researches New Marketing Strategies
    - Creative Development
    - Oversees Implementation
  - Strategic Networking
  - Legal
  - System Development
    - Project Development
  - IT Decisions
- Project Manager & Sales Manager
  - Main Job Description
    - Rehab Project Management
    - Property Manager
    - Property Sales
  - Reporting
    - Weekly Sales Reporting
    - Buyers List Reporting
    - Weekly Project Budget Reporting
    - Weekly Rental Updates
  - Rehab Management
    - Initial Walk Through Checklist
    - Scope of Work Checklist
    - Contract & Job Bidding Checklist
    - Contract Signing Checklist
    - Rehab Management Checklist
    - Post Rehab Checklist
  - Sales Processing
    - Sales Processing Checklists
    - Title Work
    - Buyer Communication
    - Attorney/Title Company Communication
    - Closing Preparation
    - Communication with Acquisition Manager
    - Communication with Project Manager
    - Communication with Office Manager
  - Property Management (30 Units or Less)