



Janet Weldon

Vice President of Relocation & Referral Services

CONTACT

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CORPORATE RELOCATION BUSINESS

- Overall management of all incoming/outgoing referrals. Receive, counsel and assign all referrals
- Follow up and record the progress of all referrals
- Provide phone and personal consulting service to transferees along with preparation and monitoring of transferee's home finding or home marketing agenda
- Reporting system back to client sources on all referrals
- Communicate with third party companies to coordinate all items in a transaction
- Record sales and handle paperwork on checks and accompanying letters & forms
- Prepare and conduct training programs for new company relocation sales associates
- Develop, prepare and update relocation materials for transferees and provide quarterly Continuous Improvement Plan to Sirva
- Complete quarterly market analysis report for Sirva
- Manage and maintain certification testing for Sirva, Brookfield, Weichert and Aires agents
- Oversee annual contract renewal with all RMC's and Leading RE

PREPARE RELOCATION REPORTS

- Prepare month-end activity report
- Prepare monthly Franchise Fees report
- Prepare month-end final bills report

LEADING RE BUSINESS

- Attend workshops and national meetings
- Responsible for encouraging agents/owners to use the network – monthly email blasts, sales meetings, etc.
- Follow up on progress of all referrals
- Manage Relo Exchange
- Manage and promote Our World/Access

NORTHWEST REFERRAL NETWORK

- Collect signed contracts/profiles from NWR specialists
- Transfer real estate license from DOL
- Assist, as needed, with direction for CE credits
- Audit licenses
- Invoice and collect annual dues
- Track and pay out referral fees to NWR specialists
- Report at year end for 1099's

NEW AGENT ORIENTATION

- Provide training presentation to new agents
- Leading RE Network
- Registering potential corporate relocation clients
- Northwest Referral Network

CONTINUING EDUCATION

- Maintain WA State Broker's license – 30 CE credits
- Relocation Training – varying per each RMC's requirement
- RDC education requirements
- Maintain CRP – Continuing Ed