

Real Estate Outsourced Assistants



Real Estate
Stratergies





Real Estate Outsourcing

The real estate industry is increasingly looking to outsource labour abroad, not only to save money but also to find exceptional personnel that are not based in a domestic office, which adds thousands of dollars to your annual costs. Your outsourced employees are accessible to work when you want, online to chat and communicate, perform daily duties and keep you motivated. Outsourcing in the real estate sector in 2022 appeals to a large number of people.

At Hyperion Business Consultants, we're here to help you learn about the benefits of outsourcing and coach you on how a worker can help you in your day-to-day work life, improving your performance and income and giving you back that valuable time.

You may be wondering what an outsourced assistant is capable of achieving. Firstly, let's start with the tasks you don't like doing that someone else could learn to do. It's clear that parts of the job that take a lot of time and are often boring, as well as those tasks that must be done but don't make money, should be given to someone else.

Real Estate Outsourcing Division of Hyperion Business Consultants

Hyperion Business Consultants is based in the high-growth outsourcing region of Pampanga, Philippines. The management and advisors of the company have more than 30 years of experience with outsourcing.

www.hyperionbc.com

Adam Lord, who has twenty years of real estate expertise in Australia, was a licenced real estate agent and has been a self-employed director for nine years,

Adam has sold well over a thousand properties, such as houses, flats, townhouses, land, and acreage properties, that were either new or already built.

Adam has employed and trained assistants through outsourcing over the years, so he understands your needs and how to maximise employee performance.

With Hyperion Business Consultants' support, you have local Filipino management assisting you on your path and an experienced former Australian agent available for discussion and development.



Adam Lord

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Small Business Owners



Independent agents who work from home or an office

If you own a small business or are self-employed and work from home, you may be at the point where you are ready to expand and hire some assistance. If this is the case, a Hyperion Business Consultant can find your perfect outsourced assistant who can work at the hours that are most convenient for you. It does not matter if you are a morning person or a night owl; whatever your working hours are, we can locate someone who can collaborate with you.

Are you one of the numerous agents who perform all of the jobs themselves?

It is time to make a change, and for you to go to the next level, you need assistance to make additional calls to prospective vendors, post on social media, or take much-needed time off. Regardless of your reason, take the time for Hyperion Business Consultants to address your questions and learn more about how outsourcing can benefit you.

Is your primary objective to increase buyer inspections and listings?

Whatever it is you're looking for, whether it's someone to boost your internet advertising or conduct the client follow-up you've been ignoring, let's discover the person who can fill this position and get the job done.

For agents who don't know how an outsourced worker can aid them, we've put together a packet of instructions.

Why choose the Philippines?

Australia and the Philippines are geographically separated by slightly over 3000 kilometres, making the Philippines our neighbour. Therefore, if you need a business trip to meet with and train your employees, you can be in the Hyperion Business Consultants' office meeting with your team within 7-8 hours, and flights cost less than \$1000.

Due to its proximity to Australia and time zone variations (Perth is in the same time zone as Sydney and Melbourne, which are two to three hours ahead), most of the work outsourced by large Australian companies is performed in the Philippines. The most attractive benefit of outsourcing to the Philippines is cost savings. Naturally, businesses in Australia can save a lot when they hire offshore staff in the Philippines compared to hiring full-time or part-time employees locally.

The Philippines is now one of the world's major outsourcing nations, as English is widely spoken, and college-educated workers are abundant. You will have a choice of possible employees to interview, or we can do the interviews on your behalf with your approval and confirmation of the final choice.



Sales-Based Agents

Self-employed agent working from home or office space – sole employee



Sales-Based Agents

The following are some examples of jobs that your outsourced assistant can perform.

Assistants are able to continue, update, or build a database of contacts using the current software application, which includes reminders for initiating contact and contact history. Although the agent should make contact, your assistant might call to verify the information and provide an update for large buyer databases.

Your assistant will provide you with a daily report on each of your listings, detailing how long it has been on the market, price changes, internet hits, and inquiries. If you use both, it will include the page and position the property currently holds on the major two portals, realestate.com.au and domain.com.au.

The Assistants will update your listings frequently, including photo rotation, text verification, and statement of information validity date verification (only in Victoria), and recommend either an upgrade option to the vendor or relaunch the listing online in order to get a higher ranking and receive more inquiries.

Modify photos you've shot yourself, add your watermark, improve the presentation, or upload photos, videos, and floor plans provided by you or your existing supplier.

Change the floor plans, site plans, and facades of off-plan or under-construction properties.

Modify the prepared video and distribute it on social media and major websites.

Keep your social media regularly updated. If you do not have a social media presence, create one for yourself and post regular updates in consultation with yourself; the final approval will always come from you, not your assistant.

Your agent will update you on the market share in your main area.

Every day, we provide you with a list of all newly listed properties in your region.

Provide a list of the oldest properties available for sale in your core area (weekly update).

Order marketing materials, sale signs, professional photography, floorplans, site plans, drone photos, and book newspaper and magazine advertising; this is dependent on where you advertise.

Send emails to clients after listing a property for sale or selling a property to buyers or sellers; final approval rests with you prior to distribution to clients.

Send out reminders for final inspections, bank appraisals, and building and pest inspections.

Weekly, send significant portal activity reports to yourself and the vendors.

Update major portals when the property is sold, under contract, withdrawn from the market, or price revisions have been made (redo soi's) (Vic only).

Focus on first-to-market listings when you have a general listing; the sooner your listing is available, the sooner you will receive inquiries.

Suggestions for promoting pre-construction, under-construction, and finished properties

Property Management-Based Agents

Clients must provide direction regarding the jobs they want a property management assistant to perform and how they may be of service and value to your business. There are several types of property management software on the market and limitations on what can and cannot be conducted from overseas. We can collaborate with you and your employees. Please get in touch with us to talk about any property management services you may need, and we will be happy to help.

Small business – agents working in an office with sales staff or receptionist

You already have a well-established business, salespeople, and a receptionist, so you're focusing on growing your market share, commissions, sales, brand recognition, and even your rent roll. An outsourced worker can be exceedingly beneficial to your office and sales team, providing assistance where needed and reducing the workload of all or a select few.

Consider sharing a one-person or two-person sales team with more than one salesperson. You could split the cost and give each salesperson a set number of hours to work each day.

As an assistant to the general manager, sales manager, or property manager, you must determine the most money-producing functions for your business.

Prospecting on a daily basis will be self-evident, whether it is emailing clients and potential clients, calling them, and updating details on whether they are still buying or selling, whether they want an updated market appraisal, or whether they want to be put on your database and sent market activity updates. Clients might also inquire, or prefer a second opinion on financial approval. This is proactive prospecting, which produces new business and more revenue. We suggest that this is only a part of their day and not their whole day. The above should be mixed with other tasks, or you could pay your worker a certain amount if they bring you a certain number of leads that turn into cash for you.

Real Estate related services-staff

Do you provide a service to the real estate industry such as the following? Any of these listed can be outsourced. Call us to discuss your needs.

- Photography
- Video editing
- Photo editing
- Property description writing
- Floor plans, site plans, renders, and façade builds
- Research, data collection
- Website design and construction, ongoing website editing





Builders and developers

Builders and developers often need help marketing and selling their properties, whether they are ready to sell right away, are still being built, or are finished and ready for settlement.

At Hyperion Business Consultants, we will recruit someone to work on your projects with you. Arranging renderings, marketing materials, and property descriptions; updating marketing materials; and communicating with printers in Australia who will print and transport the brochures to you are all roles assigned to your outsourced team or assistant. Before delivery, you sign off on all printing materials, and files for online marketing are delivered straight to you.

It is not enough to simply create photographs, files, and actual brochures. We are here to assist you in marketing these to your target audiences, whether you do it directly on the major portals or through investment groups or real estate brokers. We can enhance your existing website or build a new one to disseminate your files to vendors and purchasers. The most important thing is to keep facts and figures that are up-to-date, easy to find, and easy to understand for those who are trying to show them to buyers.

Real Estate Investment and Marketing Groups

Real estate investment companies that specialise in off-the-plan sales of apartments, townhouses, and homes can thrive if their referrers and potential clients have enough information to make an informed decision. Often, the information that referrers have access to is hard to find, out of date, or not enough to give to their clients. This has a big effect on sales income and motivation to refer.

With outsourced assistance, your website is updated daily with new stock and the removal of sold or not available stock. New images and files are uploaded so referrers can easily obtain what they need without making further time-consuming phone calls, potentially delaying a sale.

Continually updating a website can be time-consuming, but the results can be rewarding, especially as sales commissions are generally higher with off-the-plan sales to investors. Every effort should be made to make sure investors can easily understand what's for sale and get accurate information about properties.

At Hyperion, let us look at what you have now and propose a solution and ongoing maintenance programme to minimise the loss of referrals and sales.

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**\$2100** Per Month**High-Performance Outsourcing**

When you partner with Hyperion Business Consultants, you gain access to a team of specialists familiar with your business and operations. It's all here: creative ideas, a friendly work environment that fosters success, and a support team ready to deliver results.

From recruiting top talent to managing operations and analysing productivity, Hyperion Business Consultants provides a smooth outsourcing experience that maximises your business's efficiency and value.

Your Staff

Successful outsourcing requires exceptional individuals. Hyperion's recruitment team will find the best employees based on your job requirements and company culture and arrange interviews for you to choose the best fit. Hyperion's account managers oversee almost all of your team's daily needs, such as IT, human resources, and engagement. We help you integrate the offshore workforce into your existing workforce and provide them with the necessary training and productivity tools.

Productivity & Management Tools

Hyperion Business Consultants deploys an array of innovative tools that provides complete visibility and control of your offshore team. You can monitor your staff's activity in real-time and get customized reports.

Workstations

The standard hardware configuration is a custom built intel i5 PC with 8GB of RAM and dual monitors. Computer setup is generally based around your Solution.

Hardware is fully customisable on request. Our technical team takes care of software installations, maintenance and upgrades.

Customers can choose the hardware and OS that best suits their roles including, high-end workstations, laptops, Macs (not included in the base pricing).

Note: Standard specs are updated regularly. Please consult with your Account Manager for the latest updates.

Office Workspaces

We have premium operational centers throughout the Philippines featuring world-class facilities for your team. All offices are fully secure and customers have the option of shared spaces or private suites.

**1st Month start up costs \$2999****Highly educated professional staff****Great spoken and written English****Professional recruitment services****Over 98% retention rate****Flexible schedules and global time zone support****Work-From-Home options available****Fully supported (IT, HR, Payroll, Engagement)****Free ongoing training programs****Retention programs****Full visibility and control of your team****Real-time monitoring****Communication tools****Task management tools****Performance monitoring****Monitoring tools****Daily security and performance tests (hardware and software)****2 x 21.5" Monitors****Intel Core i5 or AMD Ryzen 5****8GB DDR4 3.2MHz****1TB storage****Plantronics 628 Audio Headset****Standard USB webcam****UPS – Eaton 5L 650VA****Modern, fully equipped offices****Safe and secure****Shared or dedicated suites (optional)****Enterprise security options****Branding options****Meeting and boardroom access**