



BETENBOUGH
HOMES®

JOB DESCRIPTION

New Home Sales Associate

Sales Team Purpose Statement

Develop and preserve relationships with current and future homebuyers that generates new Bettenbough homeowners. To be intentional and excellent while adding value to our homebuyer's experience.

Sales Associate Purpose Statement

Develop and preserve relationships that generate new Bettenbough Homes homeowners. To assist our homebuyers, prospects and specialists by providing excellent service.

Essential Job Functions

- Assist in the selling process alongside the specialist
- Follow and embrace fundamental sales process that encourages repeat buyers and referrals
- Effectively communicate with your team, prospects and homebuyers
- Proactively follow-up with prospects and home buyers
- Professionally answer emails, web inquiries and phone calls for your team
- Maintain a detailed calendar for your team
- Attend scheduled calendar events to represent your team
- Serve as company ambassador by attending and engaging in local civic meetings/efforts
- Upload and maintain homebuyer's files for estimates, agreements and preconstruction agreements.

Qualifications

- Relational: in order to be successful in new home sales, you must be able to communicate effectively and build trust.
- Energetic: you must always be positive.
- Self-Starter: ambitious, motivation is key.
- Inquisitive: always ask questions, you must discover the needs of those you want to serve.
- Superior organizational skills and time management skills

Work Environment and Physical Requirements

- Vision for near, mid-range, far and accommodation. Hearing for low, medium, and high pitch.
- Effective communication skills when dealing with co-workers, trade partners, and home owners
- Requires physical ability for standing, sitting, crouching, kneeling, frequent walking, reaching above head and below waist.
- Ability to lift 5-10 pounds.

Hours & Salary Range

- 9 a.m. to 6 p.m. Monday – Saturday with a rotating day off
- After hours may be necessary on occasion for trips or to meet deadlines
- Position is not exempt from overtime

Benefits

Comprehensive employee benefit package
Employer paid life insurance
Enrolled into ESOP (retirement benefits)
Paid vacation/sick/holiday time

Company-issued cell phone
Corporate training and travel
Company-sponsored vision trips

New Home Sales Associate

Sales Manager