

Position Title

Sales Associate

Reports To

Development Manager

Overall Responsibilities

- Greet guests in a friendly, professional manner
- Knowledge of all of Starpointe's products
- Knowledge of competition in market area
- Working knowledge of contracts, CC&R's, articles of Incorporation, by-laws etc.
- Maintain a clean and orderly sales office and selection area
- Assist buyers with their interior selections as needed
- Attend all designated meetings
- Maintaining broker contact and positive public relations with potential clients and contacts in the real estate community (via phone, email and in person)
- Effectively communicate with project managers, construction superintendents and other members of the sales and corporate team
- Register all guests and follow up accordingly
- Complete miscellaneous admin duties: enter prospects and follow ups in ACT! database, maintain orderly files, etc.
- Communicate with mortgage lender to ensure qualification of buyers
- Communicate with Escrow Manager and the Title companies to ensure timely closings
- Complete sales reports weekly/monthly or as needed

Necessary Skills and Attributes

- Must be able to effectively communicate verbally and in written communication
- Proven sales skills
- Self motivated
- Professional
- Must be open to new ideas and a constantly changing market
- Team oriented- must be able to work well with others (with different work styles/personalities)

- Takes initiative to assess and solve problems

Experience/Education Requirements

- Working knowledge of components of the homebuilding process
- Three years of sales experience with an excellent sales record
- Current Arizona Real Estate License