

Hubble Homes
Job Description - Sales - New Home Specialist/Sales Associate

Department: Sales
Reports To: Regional Sales Manager
FLSA Status: Exempt
Version: 4
Date Approved: 12/28/2006

Purpose of Position

Markets and sells homes within an assigned community according to company sales and marketing goals and objectives. Represents Hubble Homes and its products fully, accurately and with integrity. Projects a professional image at all times.

Essential Duties and Responsibilities

- Deliver an excellent sales presentation: Meet, greet and demonstrate homes to prospective homebuyers. Qualifies buyer(s), presents sales agreements to management within 24hrs of writing an offer. Acts as a buyer liaison from the point of sale through close of escrow.
- Maintains communication with prospective buyers to invite them back for additional visits to the Sales Center
- Maintains regular contact with realtors who have previously shown our homes and initiates contact with realtors who have not seen our homes to invite them to a sales center.
- Acts as a store manager for community. Takes an active role in marketing and supervising general appearance of assigned community and ensures model homes are presentable at all times.
- Prepare office documents including, but not limited to sales agreements, option menus, sales forms weekly traffic, and activity reports. Updates and distributes sales-related materials as needed. Follows and manages files from contract to closing.

Other Duties

- Attend and actively participate in weekly company and sales meetings and company sponsored training classes.
- Maintain current community binder. Monitor competition and provide a monthly Competitive Market Analysis (CMA).

- Is knowledgeable of all phases of construction. Works with superintendents to follow progress of construction and ensure consistency in product quality and buyers expectations. Meets weekly with community partner and superintendent to update Community Objective Report (COR).

Limits of Authority

Has the authority to act as company representative regarding home sales to carry out decisions made by Vice President of Sales.

Relationship to Others

Reports to the Vice President of Sales. Works closely with Broker, Transaction Coordinators, Superintendents, Marketing Director, Sales/Marketing Assistant and Showroom Specialist.

Experience and/or Education

Must possess (or be able to acquire) and maintain an active Idaho Real Estate License. Four-year degree or equivalent experience in Sales or Marketing preferred.

Other Qualifications

Must be an ambitious and dynamic self-starter, independent problem solver, detail oriented and well organized. Must possess strong prospecting/networking skills. Display dependability by fulfilling commitments to customers, agents, and other members of the team. In conjunction with day-to-day activities, must be flexible, a team player, coach able and accountable, and able to get along with diverse personalities and function effectively in a fast paced, constantly changing environment. Must be computer literate and proficient in use of all Microsoft Office products.