

Sales Assistant

Full Time Employment, Includes Week-Ends

The Edward R. James Companies

An equal opportunity employer

Position Description:

Assist in the sales and promotion of products designed and built by the Edward R. James Companies. Provide on-going customer service to all prospects and buyers of Edward R. James Homes. Be available to assist and address any home buyers questions and concerns with a professional and friendly manner to ensure a pleasant experience. Maintain a commitment and high level of professionalism that reflects the Tradition, Pride and Excellence established by the Edward R. James Companies.

Job Requirements

- 2-3 years of strong administration, customer service and/or sales experience
- Knowledge of Real Estate or Home Building industry, a plus
- Professional appearance and phone demeanor a must
- Strong organizational skills and professional correspondence experience a must
- Exceptional customer service and administrative skills
- A “can –do” attitude a must; wiliness to go the extra mile to get the job done right
- The ability to work independently as well as part of a team to meet multiple project deadlines
- MS Office, Windows 8 knowledge required and must be comfortable learning new database software programs
- Must be comfortable doing a lot of filing, data entry, email and phone correspondence

Job Responsibilities include but are not limited to the following:

- Assist with the production of Sales & Marketing Brochures
- Internal & External Email and Phone Correspondence with Buyers, Brokers, Lenders and Attorney’s
- Collection and processing of all sales prospect registration forms
- Greeting Clients, Scheduling appointments and preparing packets for appraisals
- Coordinate internal departments and external parties for closings
- Notification to buyers and utility companies for transfer of new accounts and set up
- Maintain the professional and high quality appearance of the sales office at all times
- Report daily to Sales Director, communicate daily with Sales & Marketing Coordinator and Design Coordinator as needed
- Create and distribute weekly reports to management
- Maintain and enter hard copy and electronic copies of contract files and their distribution to Buyer, Attorney, Staff and Broker.
- Responsible for maintaining office supplies
- Assist with the breakdown and set up of new Sales office locations as needed; requirements included but are not limited to packing up files, supplies, office equipment, display décor, etc...

Candidates interested in this position should forward their resume outlining work and salary history to humres@erjames.com

To view Company history go to www.erjames.com