

## E.R. James Realty, LLC Sales Associate

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**Position:** Full Time or Part Time Sales Associate (Weekends required)

**Reports to:** Sales Manager

**Primary Role:** Assist in the sales and promotion of products designed and built by Edward R. James Homes. Provide on-going customer service to all 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 buying experience. Maintain a commitment and high level of professionalism that reflects the Tradition, Pride and Excellence established by Edward R. James Homes.

**Conduct all sales transactions which include but are not limited to:**

- Must have an Active IL Real Estate Broker License
- Presenting sales brochures and highlighting features of home product
- Follow up on all prospect inquiries and maintain a prospect database
- Price and feature negotiations in order to write sales contracts
- Appointment scheduling and coordination of on-site visits from prospects and buyers
- Write and process internal contractual documents
- Collection and processing of all construction deposits
- Interaction and correspondence with buyers, attorneys, brokers and internal staff
- Develop alternate ways to generate qualified prospects and generate buyer referrals
- Understand and support established company marketing strategies for sales project

**General Administration and Sales Office Maintenance:**

- General working knowledge of the MLS system and ability to generate reports
- Maintain the professional and high quality appearance of the sales office at all times
- Report daily to Sales Manager; communicate daily with Sales Marketing Coordinator and Design Coordinator as needed
- Check voicemail system daily and handle phone inquiries
- Maintain organized hard copy contract files
- Maintain prospect lists
- Maintain on-going communications with Brokers via phone and email
- Create and distribute weekly reports to management on status of sales and prospects
- Assist in the planning, set up, moving to new Sales Model or Office

**On-going Goals:**

- Learn and follow company policy and procedures
- Obtain and maintain product knowledge; use knowledge to gain competitive advantage
- Continual education and community involvement for improved salesmanship
- Obtain and update market awareness through knowledge of competition and community; utilize to enhance competitiveness
- Keep abreast of financial conditions and programs available; utilize to enhance competitiveness

Candidates interested in this position should forward their resume outlining work and salary history to [humres@erjames.com](mailto:humres@erjames.com).

To view Company history go to [erjames.com](http://erjames.com)